



General Relief Policy

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**GR POLICY
Table of Contents**

- GR 40-100 Determination of Eligibility**
- GR 41-100 Needs Special Assistance**
- GR 41-200 - Administratively Unemployable**
- GR 41-300 Unemployable**
- GR 41-400 Employable**
- GR 42-200 Property**
- GR 42-400 Residence**
- GR 43-100 Responsible Relatives**
- GR 43-200 Sponsored Aliens**
- GR 44-100 Income**
- GR 44-200 Need**
- GR 44-300 Aid Payments**
- GR 44-400 Notices of Action and Hearings**
- GR 45-100 Board & Care**

GR 40-100 DETERMINATION OF ELIGIBILITY

Table of Contents

GR 40-101 – Who May Apply

GR 40-101.1	Right to Self-Determination
GR 40-101.2	Adults Applying
GR 40-101.3	Families Applying
GR 40-101.4	Minor Child Definition
GR 40-101.5	Minor Children Not Eligible
GR 40-101.6	Minor Applying Without Adult Head of Household
GR 40-101.7	Battered Person Victim of DV
GR 40-101.8	Time-expired Refugees
GR 40-101.9	Pregnant Women Applying
GR 40-101.10	Pregnancy Terminated
GR 40-101.11	GR/FS Termination
GR 40-101.12	Work Furlough/Home Detention/ Supervised Release
GR 40-101.13	Work Furlough
GR 40-101.14	Home Detention
GR 40-101.15	Supervised Release
GR 40-101.16	Work Release
GR 40-101.17	Victory Outreach
GR 40-101.18	Twin Towers Program

GR 40-102 – Cash Assistance for Immigrants (CAPI)

GR 40-102.1	What is CAPI?
GR 40-102.2	Exploring CAPI
GR 40-102.3	Who is Eligible?
GR 40-102.4	Eligibility Requirements
GR 40-102.5	Not Eligible
GR 40-102.6	CAPI Benefits
GR 40-102.7	Where to Apply
GR 40-102.8	Termination of GR after CAPI is Approved

GR 40-103 – County Responsibility

GR 40-103.1	Worker Responsibility
GR 40-103.2	Determining Eligibility
GR 40-103.3	Date of First Contact
GR 40-103.4	Processing Period
GR 40-103.5	Complaint Process
GR 40-103.6	Complaint Procedures Denial/Penalties
GR 40-103.7	Inquiry From Law Enforcement

GR 40-104 – Individual Responsibility

GR 40-104.1	Individual Responsibilities
GR 40-104.2	Reporting Responsibilities

GR 40-105 – General Policies and Requirements

- GR 40-105.1 Fired From or Quit a Job
- GR 40-105.2 Employable Requirements
- GR 40-105.3 Strike
- GR 40-105.4 Exploring Other Benefits/Resources
- GR40-105.5 Fail/Refuse to Comply with Requirements of Other Public Assistance Programs
- GR 40-105.6 Eligibility to Other Programs
- GR 40-105.7 CalWORKs Time Limits
- GR 40-105.8 Pending SSI/SSP Application
- GR 40-105.9 Former SSA/SSI/SSP Recipients

40-106 – CalWORKs Applications By GR Individuals

- GR 40-106.1 Referrals to CalWORKs
- GR 40-106.2 Transition from GR to CalWORKs
- GR 40-106.3 Medi-Cal for Pregnant Women
- GR 40-106.4 Case Terminated After CalWORKs Approval
- GR 40-106.5 Denied CalWORKs for Non-compliance

40-107 – How and Where a GR Application is Made

- GR 40-107.1 Application Processed In District of Residence
- GR 40-107.2 Application Processed For Homeless

40-108 – Screening Process

- GR 40-108.1 Purpose of Screening
- GR 40-108.2 Who Screens?
- GR 40-108.3 Doubt about Eligibility
- GR 40-108.4 Screening Process

GR 40-109 – Application Process

- GR 40-109.1 Application
- GR 40-109.2 Annual Agreement Forms
- GR 40-109.3 Return to Residence
- GR 40-109.4 Completing the Application
- GR 40-109.5 Application Interview
- GR 40-109.6 Employment Needs Evaluation
- GR 40-109.7 Physical or Mental Health Problems
- GR 40-109.8 GROW Referral Process
- GR 40-109.9 Action on Applications
- GR 40-109.10 Voter Registration Services
- GR 40-109.11 Voter Registration Requirements
- GR 40-109.12 Voter Registration Service at Intake
- GR 40-109.13 Voter Registration Service at Annual Agreement

GR 40-110 – Principles and Methods of Investigation

- GR 40-110.1 Release of Non-Medical Information

- GR 40-110.2 Release of Medical Information
- GR 40-110.3 Home Calls

GR 40-111 – Identification

- GR 40-111.1 Verification of Identity
- GR 40-111.2 Permanent Identification
- GR 40-111.3 Assisting Individuals to Obtaining Permanent ID
- GR 40-111.4 PA 230 Process
- GR 40-111.5 PA 230 Returned “No Record”
- GR 40-111.6 PA 230 Required
- GR 40-111.7 Reapplication When Previously Denied for Identification

GR 40-112 – SFIS

- GR 40-112.1 Definition
- GR 40-112.2 Mandatory
- GR 40-112.3 When Fingerprinted and Photo-imaged
- GR 40-112.4 NSA Requirement
- GR 40-112.5 Exemptions
- GR 40-112.6 Processing Exemptions
- GR 40-112.7 Board & Care Deferral
- GR 40-112.8 Unexpected SFIS Response
- GR 40-112.9 Expected Response
- GR 40-112.10 SFIS Results Updated to LEADER

GR 40-113 – Requirements to Provide a Social Security Number and Show a Valid Social Security Card

- GR 40-113.1 Social Security Number Requirement
- GR 40-113.2 Photocopying Social Security Cards/Stubs
- GR 40-113.3 SSA Requirement Evidence of Age
- GR 40-113.4 Evidence of Age/U.S. Citizenship
- GR 40-113.5 U.S. Citizen Foreign Born
- GR 40-113.6 Aliens
- GR 40-113.7 Replacement Card
- GR 40-113.8 Referrals to SSA

GR 40-114 – Proof of Age for Individuals 64 Years of Age and Older

- GR 40-114.1 Proof of Age
- GR 40-114.2 Under Age of 64
- GR 40-114.3 Individual Turns 64

GR 40-115 – Emergency Aid Prior to Approval

- GR 40-115.1 Emergency Aid Issued Before and After Approval
- GR 50-115.2 Initial Grant

GR 40-116 – Annual Agreement and Continuing Activities on Approved Cases

- GR 40-116.1 Eligibility Re-evaluated

- GR 40-116.2 Annual Agreement
- GR 40-116.3 Annual Agreement Due Dates
- GR 40-116.4 Generating Annual Agreement
- GR 40-116.5 Annual Agreement Received
- GR 40-116.6 Annual Agreement Not Received

GR 40-117 – Medical Benefits

- GR 40-117.1 Health Care
- GR 40-117.2 Eligibility for Medi-Cal
- GR 40-117.3 Applying for Medi-Cal
- GR 40-117.4 Informing Individuals of Medi-Cal Benefits
- GR 40-117.5 General Relief Health Care Program (GRHCP)

GR 40-118 – Food Stamp Benefits

GR 40-119 – Child Health and Disability Prevention (CHDP) Referrals

GR 40-120 – Mandatory Substance Abuse Recovery Program (MSARP)

- GR 40-120.1 Prescreening
- GR 40-120.2 Already in Treatment
- GR 40-120.3 Room & Board
- GR 40-120.4 Eligible to GR
- GR 40-120.5 Employability Status
- GR 40-120.6 Not Automatically Administratively Unemployable
- GR 40-120.7 Meeting Employable Requirements in Board & Care
- GR 40-120.8 Meeting Employable Requirements in Outpatient Treatment
- GR 40-120.9 Non-Compliance
- GR 40-120.10 Agrees to Comply During Extended Suspend Period
- GR 40-120.11 Recinding Aid
- GR 40-120.12 Good Cause Determination
- GR 40-120.13 Good Cause Prior to Denial/Termination
- GR 40-120.14 Recinding for Good Cause
- GR 40-120.15 Good Cause After Denial/Termination
- GR 40-120.16 Multiple Non-compliance Issues
- GR 40-120.17 Tracking MSARP Participation
- GR 40-120.18 Pre-Screening
- GR 40-120.19 Refusal to Cooperate
- GR 40-120.20 Pre-Screening Negative
- GR 40-120.21 Pre-Screening Positive
- GR 40-120.22 Currently in a Treatment Program
- GR 40-120.23 Assessment Appointment Requirement
- GR 40-120.24 Kept Assessment Appointment
- GR 40-120.25 Assessment Completed
- GR 40-120.26 Rescheduling Assessment
- GR 40-120.27 Assessment Negative
- GR 40-120.28 Failure to Comply with Assessment
- GR 40-120.29 Assessment Positive
- GR 40-120.30 Individual Disagrees with Assessment
- GR 40-120.31 Treatment

- GR 40-120.32 Compliance with Treatment
- GR 40-120.33 Length of MSARP Treatment
- GR 40-120.34 Extending Treatment
- GR 40-120.35 Processing Extensions
- GR 40-120.36 ABP 1171
- GR 40-120.37 Processing ABP 1171
- GR 40-120.38 Referral to MSARP After Previous Negative Pre-Screenings

GR 40-121 – Time Limits

- GR 40-121.1 Definition
- GR 40-121.2 Time Limit Information on LEADER
- GR 40-121.3 Effective Date of Termination
- GR 40-121.4 Extended Suspend
- GR 40-121.5 Hearings for Time Limit Termination
- GR 40-121.6 Declaration of Unemployability
- GR 40-121.7 Couple Case
- GR 40-121.8 Time Limits Expire During Extended Suspend
- GR 40-121.9 Reapplication
- GR 40-121.10 Reapplication With Declaration of Unemployability
- GR 40-121.11 Time Limits While in Board & Care
- GR 40-121.12 Reapplication – NSA
- GR 40-121.13 365-day Time Limit Period
- GR 40-121.14 Overpayment
- GR 40-121.15 Denial/Termination Automated
- GR 40-121.16 Overpayment for Time Limited Individuals

GR 40-100 Determination of Eligibility

<p>GR 40-101 – Who May Apply</p>	
<p>GR 40-101.1 – Right to Self-Determination</p>	<p><u>How does the right to self-determination impact GR eligibility?</u></p> <p>All individuals have the right to self-determination. This includes the right to decide whether to accept and/or continue to receive GR benefits offered by the County.</p> <ul style="list-style-type: none"> • Individuals who refuse to accept GR are denied/terminated. • The refusal can be verbal or in writing (e.g., reported on the QR 7) and must be documented in Case Comments.
<p>GR 40-101.2 Adults Applying</p>	<p><u>Can adults apply for GR?</u></p> <p>Yes, any adult may apply for GR. An adult is any individual 18 years of age or older.</p>
<p>GR 40-101.3 – Families Applying</p>	<p><u>Can families apply for GR?</u></p> <p>Yes, for GR purposes, a family is defined as a parent and/or a spouse and minor children residing together in the same household. Parents do not need to be married to be aided on the same case.</p> <p>However, because eligibility to other public assistance must be explored, few if any families are eligible to receive GR. Sponsored alien families are currently the only families aided on GR. These are sponsored alien families who are determined to be ineligible to CalWORKs because their sponsor refuses to provide support or information so that a CalWORKs eligibility determination can be processed.</p>
<p>GR 40-101.4 – Minor Child Definition</p>	<p><u>What is a minor child?</u></p> <p>For GR purposes, minor children are defined as individuals 17 years of age or younger (School verification is <u>not</u> required of children who are 17 years of age or younger).</p> <p>Also, an 18 year old residing with his/her parent(s) who is attending high school or trade school</p>

	<p>full-time and expects to complete schooling by his/her 19th birthday is considered a minor child in the GR family/household.</p>
<p>GR 40-101.5 – Minor Children Not Eligible</p>	<p><u>What minor children are NOT eligible to GR?</u></p> <ul style="list-style-type: none"> • Unborn children are not eligible to GR. • Some minor children born to CalWORKs families after September 1, 1997 (and therefore ineligible to CalWORKs cash benefits) are also ineligible to GR. Although the child is not included in the Assistance Unit (AU) for MAP (maximum aid payment), the child is considered a recipient of CalWORKs. • Pregnant minors are ineligible for GR and must apply for CalWORKs.
<p>GR 40-101.6 – Minor Applying Without Adult Head of Household</p>	<p><u>Can minors apply for GR without an adult head of household?</u></p> <p>Before any GR is issued to a minor, a careful review of CalWORKs eligibility must be completed. Child Protective Service referrals are initiated as required by DPSS Operations Handbook Section 10-501.53.</p> <p>The following minors may apply for GR without an adult head of household:</p> <ul style="list-style-type: none"> • A minor who is/was legally married (emancipated). <p>NOTE: Minor parents who are not married (and therefore, not emancipated) are ineligible to GR and must apply for CalWORKs.</p> <ul style="list-style-type: none"> • A minor abandoned by his/her parents or whose parents are deceased. <p>NOTE: Pregnant minors are ineligible for GR and must apply for CalWORKs.</p> <p><u>Verification:</u> The abandonment of a minor by his/her parents must be verified by a PA 853, Affidavit, (an out of drawer form) signed by the minor.</p> <ul style="list-style-type: none"> • The PA 853 must certify that the parents refuse to allow the minor to reside in their home, or that

	<p>the parents' whereabouts are unknown. The Affidavit is filed in the case record.</p> <ul style="list-style-type: none"> • When the minor certifies that his/her parents refuse to allow residence in their home, the information is verified by a telephone call to the parents. This exchange of information is recorded in the Case Comments. <p><u>Verification:</u> The death of a minor's parents must be verified by one of the following items:</p> <ul style="list-style-type: none"> • Photocopy of a certified death certificate, • A confirming PA 230, Request for Verification/Certification of Evidence, (an out of drawer form) or • PA 853, Affidavit, signed by the minor which certifies that his/her parents are deceased, as interim documentation pending receipt of a photocopy of a certified death certificate or confirming PA 230.
<p>GR 40-101.7 – Battered Person Victim of DV</p>	<p><u>What is a battered person or victim of domestic violence?</u></p> <p>For GR purposes, a battered person or victim of domestic violence (DV) is defined as an individual who declares to be or to have been a victim of DV (i.e., physical, mental, sexual, and/or economic abuse, threats, tactics of power and control, and/or shaking) by an intimate partner, or in the case of a minor, by the parent. Battered/DV cases are assigned to the designated DV Worker.</p> <ul style="list-style-type: none"> • Child Protective Service referrals must be made for minors who have been battered. See DPSS Operations Handbook Section 10-501.53. • Battered/DV persons determined to be Employable are referred to GROW where DV services are available. • Battered/DV individuals determined to be Unemployable are referred to the Adult Protective Services Section of the Department of Community and Senior Services for evaluation. • All existing GR Eligibility requirements and case budgeting procedures apply to a battered

	<p>person’s case EXCEPT as exempt in the following:</p> <ul style="list-style-type: none"> • Shared Ownership of Property, see GR 42-207. • Community Property, see GR 42-205.3 • Responsible Relatives, see GR 43-110.3. • Exempt Income, see GR 44-102.7. <p>Verification: of the battered/DV status is recorded in Case Comments: This should include a summary of the individual’s statement that they have been battered or a victim of DV (including past acts of violence), and any contacts with the district DV Liaison, as well as any referrals made. Case Comments should also include the notation “BATTERED/DV CASE.”</p> <ul style="list-style-type: none"> • Processing of applications for battered/DV individuals are expedited and assistance is given to the individual in completing all necessary documents to establish eligibility. • Strict confidentiality regarding the individual’s whereabouts must be maintained. <p>Refer to GR 42-405 for information on VAWA (Violence Against Women Act).</p>
<p>GR 40-101.8 – Time-expired Refugees</p>	<p><u>May time-expired refugees apply for GR?</u></p> <p>Yes, GR may be used for the relief and support of Refugees when the period of eligibility for Refugee Cash Assistance (RCA) has expired. Eligibility for RCA benefits and Refugee Medi-Cal Assistance Only benefits expires eight (8) months after the Refugee’s date of entry into the U.S.</p> <p>NOTE: RCA time-expired Refugee families must apply for CalWORKs first and if found to be ineligible, may then apply for GR.</p> <ul style="list-style-type: none"> • All GR regulations, including policies for aiding families and for providing special assistance to mentally disabled individuals, apply to time-expired Refugees aided on GR. <p>Refer to GR 41-100 Needs Special Assistance for more details.</p>

	<p>Refer to GR 42-400 for policies for determining residence status.</p> <ul style="list-style-type: none"> • GR applications from time-expired Refugees are processed in the district office of residence. • Procedures for determining income provided to Refugees/Entrants and Sponsored Aliens are located in GR 44-118.
<p>GR 40-101.9 – Pregnant Women Applying</p>	<p><u>Can pregnant women apply for GR?</u></p> <p>Yes, a pregnant woman in the first five months of pregnancy (with no other children) may apply for GR, as eligibility to CalWORKs does not begin until the sixth month of pregnancy.</p> <p>Exception:</p> <p>If the GR pregnant applicant/participant is determined ineligible for CalWORKs or Cal-Learn due to a drug conviction, the pregnant participant may be aided on GR during her third trimester of pregnancy until the child is born.</p> <p>If the GR pregnant applicant/participant is time-limited under the CalWORKs Program, the pregnant participant may be aided on GR during her third trimester of pregnancy until the child is born.</p> <ul style="list-style-type: none"> • Although pregnancy verification is not required for GR, the estimated due date (EDD) is needed for input to LEADER. <p>Refer to Pregnancy Information – On LEADER for LEADER procedures.</p> <ul style="list-style-type: none"> • The ABP 119, Important Notice (a user initiated LEADER form), must be completed and provided to the individual. The ABP 119 explains when GR eligibility ends and advises when to apply for CalWORKs. • LEADER automatically terminates GR at the end of the month prior to the month in which the participant enters her sixth month of pregnancy. A second copy of the ABP 119 is mailed to the individual, by LEADER. There is no extended suspend period and a Notice of Action (NOA) is not required as the individual remains eligible to continue aid under CalWORKs, at a higher level

	<p>of grant.</p> <ul style="list-style-type: none"> • All pregnant women are considered Administratively Unemployable. • When a pregnant woman and the father of the unborn are married and living together they are ineligible to GR and are referred to CalWORKs. • When the pregnant woman and father of the unborn are unmarried and living together they are ineligible to GR and referred to CalWORKs. In addition: <p>Until the child is born, the father may be aided on a separate GR case.</p> <p>A Future Action Control (FAC) is set for the first day of the month in which the unborn is due (e.g., EDD is February 15, 2004, the FAC is dated February 1, 2004) to terminate the GR case.</p> <p>The case is terminated by the first of the month in which the baby is due. (In the example above, the termination would be effective February 1, 2004.) A NOA is not required, as aid will continue under CalWORKs.</p> <p>Refer to GR 40-106 for additional information.</p> <p style="text-align: right;">4/17/13</p>
<p>GR 40-101.10 – Pregnancy Terminated</p>	<p><u>What needs to be done if the pregnancy is terminated?</u></p> <p>When the unborn is lost (e.g., miscarried, stillborn, etc.) before GR is terminated, the pregnancy end date and reason must be entered on LEADER. The case continues (not automatically terminated) for the woman.</p>
<p>GR 40-101.11 – GR/FS Termination</p>	<p><u>When GR is terminated should Food Stamps be terminated too?</u></p> <p>No, when GR is terminated, Food Stamps continue until CalWORKs is approved. GR staff must coordinate the Food Stamp termination to coincide with the Food Stamp approval in CalWORKs to prevent loss of Food Stamp benefits.</p>
<p>GR 40-101.12 Work</p>	<p><u>What are work furlough, home detention, and</u></p>

<p>Furlough/Home Detention/Supervised Release</p>	<p><u>supervised release programs?</u></p> <p>The work furlough, home detention, and supervised release programs are generally Los Angeles County Probation Department programs. Individuals must meet all GR eligibility requirements, including employable requirements if employable, to receive benefits. If the program requires the individual to pay, potential income/resources must be explored.</p>
<p>GR 40-101.13 – Work Furlough</p>	<p><u>Are individuals in work furlough programs eligible to GR?</u></p> <p>No, inmates in this program are not eligible to GR as they are employed and have other resources for support. Work furlough is a program in which an individual is committed to County jail, but serves his/her sentence in a private facility (e.g., SCAPULAR House) and leaves the facility to go to work or school. The inmate must apply for this program and pay a fee based on a sliding scale (may be \$0 to \$35+ per day).</p> <p>Verification: Administrative staff verify participation in this program by calling (626) 308-5591.</p> <p>NOTE: Inmates paced by court order and not required to pay may be eligible to GR, dependent on current resources.</p>
<p>GR 40-101.14 – Home Detention</p>	<p><u>Are individuals in home detention programs eligible to GR?</u></p> <p>No, individuals in the home detention program are not eligible to GR. These individuals are housed in their homes under house arrest and are considered inmates. Individuals pay fees of up to \$24+ per day.</p> <p>These inmates may leave home for acceptable reasons, such as work, doctor’s appointments, etc., but must notify the Probation Department ahead of time.</p> <p>Verification: Administrative staff may verify participation in this program by calling (213) 974-5838.</p>
<p>GR 40-101.15 –</p>	<p><u>Are individuals in supervised release programs</u></p>

<p>Supervised Release</p>	<p><u>eligible for GR?</u></p> <p>Individuals in supervised release programs may be eligible for GR. County Probation staff makes recommendations on release of pre-sentenced defendants on their own recognizance. The court has not released the defendants, but remands them to supervised release; i.e., home detention, drug testing, face-to-face supervision, etc.</p> <p>Defendants live in their own home and must pay for the program. Individuals in this program must meet all GR eligibility requirements to receive benefits, including employable requirements if determined to be employable. Since the individual is required to pay, potential income/resources are explored.</p> <p>Verification: Administrative staff verify participation in this program by calling (213) 974-5844.</p>
<p>GR 40-101.16 – Work Release</p>	<p><u>Are individuals in the Los Angeles County Sheriff’s Work Release Program eligible for GR?</u></p> <p>No, individuals participating in this program are considered institutionalized and are not eligible to GR. Individuals in this program area working in lieu of confinement and will appear on the monthly jail match.</p> <p>Refer to GR 44-216 for details.</p> <p>When it has been verified that the applicant is in the Sheriff’s Work Release Program, GR is denied.</p> <p>Approved GR individuals will appear on the monthly jail match and will be automatically terminated. If the individual appears at the hearing in response to the NOA and indicates he/she is still in the Work Release Program, aid remains terminated.</p>
<p>GR 40-101.17 – Victory Outreach</p>	<p><u>Are residents of Victory Outreach facilities eligible for GR?</u></p> <p>Yes, however, residents of Victory Outreach must meet all GR eligibility requirements prior to aid being approved. Victory Outreach provides room and board facilities to individuals on GR.</p> <p>In order to reduce district office traffic created by the large volume of individuals in this program, the following procedures are designed for processing</p>

	<p>residents at Victory Outreach:</p> <ul style="list-style-type: none"> • Victory Outreach cases are centralized in the same Unit that handles B&C with a designated Victory Outreach liaison. • The same Worker processes intakes the same day each week. • Application packets are provided to the Victory Outreach liaison. They may be picked up at the district office by the liaison, but they are not mailed to the facility. • Individuals may complete all forms in advance, except for the required signature.
<p>GR 40-101.18 – Twin Towers Program</p>	<p><u>How are applications for inmates of Twin Towers participating in the special program handled?</u></p> <p>The Twin Towers Program (in Civic Center District only) is designed to help transition mentally ill inmates back to SSI.</p> <p>Weekly, Department of Mental Health (DMH) staff faxes a list of inmates identified as meeting the GR Twin Towers Program criteria:</p> <ul style="list-style-type: none"> • Potentially GR eligible, <u>and</u> • Designated NSA by DMH staff housed at Twin Towers, <u>and</u> • Are either SSI recipients whose SSI is suspended because of their incarceration or who are potentially SSI eligible, <u>and</u> • Scheduled for release within 45 days or less, <u>and</u> • Expected to be homeless upon release from Twin Towers. <p>The list is cleared and designated Workers are scheduled to take applications once a week at the Twin Towers facility.</p> <p>On the day of release, DMH transports the inmates to the Civic Center District and, whenever possible, GR and/or Food Stamps are issued that day.</p>

<p>GR 40-102 – Cash Assistance Program for Immigrants (CAPI)</p>	
<p>GR 40-102.1 – What is CAPI?</p>	<p><u>What is CAPI?</u></p> <p>CAPI stands for Cash Assistance Program for Immigrants. CAPI is a State-funded program which provides cash aid to some legal immigrants who do not qualify for SSI/SSP because of their immigration status, but meet all the other SSI eligibility criteria.</p>
<p>GR 40-102.2 – Exploring CAPI</p>	<p><u>Is exploration of CAPI benefits a requirement for GR eligibility?</u></p> <p>Yes, it is a requirement that individuals who are potentially eligible for CAPI apply for CAPI as a condition of GR.</p>
<p>GR 40-102.3 – Who is Eligible?</p>	<p><u>Who is potentially eligible to CAPI?</u></p> <p>Legal immigrants who cannot receive SSI and who are:</p> <p style="text-align: center;">65 years or older, or Disabled or blind.</p>
<p>GR 40-102.4 – Eligibility Requirements</p>	<p><u>What are other eligibility requirements?</u></p> <p>Individuals must meet additional eligibility criteria in the following areas: Immigration Status, Income, Resources, Sponsorship Contributions, State Residence, and Living Arrangements.</p>
<p>GR 40-102.5 – Not Eligible</p>	<p><u>Who is NOT eligible to CAPI?</u></p> <p>The following are not eligible to CAPI:</p> <p style="text-align: center;">U.S. Citizens Fleeing Felons Public Institutions Residents (<i>e.g., hospital, jail</i>) Non-California Residents (<i>individuals who do not intend to live in California permanently</i>)</p>
<p>GR 40-102.6 – CAPI Benefits</p>	<p><u>What are the CAPI benefits?</u></p> <p>CAPI payment amounts are \$10 less for an individual or \$20 less for a couple than the SSI/SSP payment standard.</p>

<p>GR 40-102.7 – Where to Apply</p>	<p><u>Where can a person apply for CAPI?</u></p> <p>A person may apply for CAPI at any GR district office.</p>
<p>GR 40-102.8 – Termination of GR after CAPI is Approved</p>	<p><u>What happens to GR after CAPI is approved?</u></p> <p>Once CAPI is approved, GR must be terminated immediately.</p> <p>Refer to CAPI Policy for additional CAPI information.</p>
<p>GR 40-103 – County Responsibility</p>	
<p>GR 40-103.1 – Worker Responsibility</p>	<p><u>What is the Worker’s responsibility in assisting individuals?</u></p> <p>It is the Worker’s responsibility to:</p> <ul style="list-style-type: none"> • Assist the individual to understand all GR eligibility requirements. • Assist the individual in exploring all possible alternative sources of support (for example, CalWORKs, SSI/SSP, UIB, DIB, etc). • Assist the individual in understanding the rights in the application process and after approval by providing the ABP 392, Information Sheet – General Relief (an out of drawer form). • Advise individuals about their <u>ongoing</u> obligation to immediately report any change in circumstances or information that could affect continued eligibility. • Advise individuals who are experiencing mail delivery problems to report the problem to their local Post Office. <p>NOTE: In most instances, persons making formal complaints to the Post Office do not receive a receipt or other evidence of their actions.</p>
<p>GR 40-103.2 – Determining Eligibility</p>	<p><u>What is the Worker’s responsibility in eligibility determination?</u></p>

	<p>The Worker is responsible for ensuring that all eligibility factors are met before GR is approved. The investigation and determination of eligibility is completed and appropriate action taken on the application as rapidly as possible, but no later than 30 calendar days after the date of first contact.</p>
<p>GR 40-103.3 – Date of First Contact</p>	<p><u>What is the date of first contact?</u></p> <p>The date of first contact is:</p> <ul style="list-style-type: none"> • The date the individual's name is recorded on LEADER, • The date the telephone call is recorded on the PA 1755, Information Regarding Placement in Facilities by the Department of Health Care Services, (an out of drawer form) or • The date a request (letter, telephone call, etc.) for an application is received.
<p>GR 40-103.4 – Processing Period</p>	<p><u>What is the end of the processing period?</u></p> <p>The end of the processing period is:</p> <ul style="list-style-type: none"> • The date the ES authorizes the approval of aid, • The date the denial notices is mailed to the individual, or • The date the withdrawal notice is signed.
<p>GR 40-103.5 – Complaint Procedures</p>	<p><u>What are the complaint procedures?</u></p> <p>If an individual has a complaint regarding the handling of any aspect of his/her case, including claims that a timely NOA was not received, the complaint is resolved as follows:</p> <ul style="list-style-type: none"> • If a NOA <u>was</u> mailed, it must be determined if an appropriate and timely notice was given <u>prior</u> to grant reduction or termination. <p style="padding-left: 40px;">Refer to GR 44-400 Notices of Action and Hearing for details.</p> <ul style="list-style-type: none"> • If a NOA <u>was not</u> mailed to the address of record in a timely manner, or the Post Office has caused an unforeseen delay in the delivery of the NOA:

	<p>A new hearing is scheduled.</p> <p>Refer to GR 44-403 for details on scheduling hearings.</p> <p>Benefits in the amount prior to the termination are issued.</p> <p>Refer to GR 44-406 for policy on issuing benefits.</p> <p>The entire transaction is fully described in Case Comments.</p> <ul style="list-style-type: none"> • An attempt is made to resolve the complaint by correct application of all GR regulations and a thorough explanation of the applicable regulations to the individual. • If the complaint cannot be resolved, the complaint is reviewed by the ES and, after ensuring that correct action was taken, explain to the individual that all GR regulations were applied to the application. These transactions must be fully described in Case Comments. • If the complaint is still unresolved, the complaint is reviewed by the Deputy District Director (DDD) and an attempt made to resolve the issue. • If the complaint has not be resolved with the DDD, an interview is arranged by the District Director with the individual to finalize a resolution in the matter. • When the complaint cannot be resolved satisfactorily within the district, the District Director: <p>Contact the HSA III in the General Relief & CAPI Programs Section for review and resolution.</p> <p>If the problem concerns anything other than eligibility or program interpretation, the matter is referred to the appropriate Division Chief for review and resolution.</p>
<p>GR 40-103.6 –</p>	<p><u>What are the complaint procedures for</u></p>

<p>Complaint Procedures Denial/Penalties</p>	<p><u>denial/penalty actions?</u></p> <p>When the individual receives a denial notice and wishes to complain about the denial of the application, the individual is referred to the Denial Complaint Liaison in the district.</p> <p>The Denial Complaint Liaison is a designated ES who has the authority to waive a denial/penalty action.</p> <p>If the complaint cannot be resolved with the Denial Complaint Liaison, the individual is advised of the required review described in the previous question.</p>
<p>GR 40-103.7 – Inquiry from Law Enforcement</p>	<p><u>How are inquiries from law enforcement agencies handled?</u></p> <p>The responsibility for releasing information to law enforcement agencies is held <u>exclusively</u> by the Government Inquiry and Response Section. The DDD refers representatives from law enforcement agencies requesting such information to the Government Inquiry and Response Section.</p> <p style="text-align: right;">2/4/2013</p>
<p>GR 40-104 – Individual Responsibility</p>	
<p>GR 40-104.1 – Individual Responsibility</p>	<p><u>What is the responsibility of individuals applying for or receiving GR?</u></p> <p>Individuals and spouses, excluding marital-like situations, or minor children are not eligible for GR if they refuse/fail to:</p> <ul style="list-style-type: none"> • Provide or disclose information which is pertinent to establishing initial or continued eligibility. • Give consent to have the necessary investigation made in order to establish initial or continued eligibility, • Complete appropriate application/annual agreement forms, • Report any change in income, property, household composition, address, or other facts that affect initial or continued eligibility, or • Complete and return the QR 7, Quarterly Eligibility Report.

	<p>Refer to OPS 23-110 Quarterly Reporting for details.</p> <p>Refer to GR 41-105 for exemptions from this requirement for NSA individuals.</p> <p>“Exemptions for NSAs who do not comply with the above requirements are found in GR 41-105.)</p> <ul style="list-style-type: none"> • Comply with fingerprint/photo image requirements. NSAs are <u>not</u> exempt from complying with this requirement. <p>Refer to GR 41-105.2 for details on fingerprinting.</p> <p>NOTE: Districts use the ABP 392, Information Sheet, (an out of drawer form) to emphasize these responsibilities.</p>
<p>GR 40-104.2 – Reporting Responsibilities</p>	<p><u>What are the reporting responsibilities?</u></p> <p>Individuals are required to report, in a timely manner (within five calendar days of the occurrence), information that may affect their eligibility or grant determination.</p> <p>Refer to OPS 23-110 Quarterly Reporting for reporting responsibilities.</p> <p>Refer to GR 41-105.2 for details regarding deferred GR eligibility requirements for NSA.</p>
<p>GR 40-105 – General Policies and Requirements</p>	
<p>GR 40-105.1 – Fired From or Quit a Job</p>	<p><u>Are individuals who are fired from or quit a job within 60 days before application eligible for GR?</u></p> <p>No, an <u>employable</u> individual, (including the individual’s legal spouse and minor children) who is fired from or quits a job or Workforce Investment Act (WIA) activity within 60 consecutive calendar days before GR application is not eligible <u>unless</u> good cause exists.</p> <p>When there is no good cause, the individual is ineligible and a 0-day penalty is imposed for the first</p>

	<p>sanctionable occurrence within the prior 12-month period, 1 30-day penalty imposed for the second occurrence and a 60-day penalty imposed for the third occurrence.</p> <p>Refer to GR 41-411 and GR 41-412 regarding the 0/30/60-day progressive penalty and good cause determination process.</p>
<p>GR 40-105.2 – Employable Requirements</p>	<p><u>What happens when an individual refuses/fails to comply with employable requirements?</u></p> <p>Employable individuals (including the legal spouse and minor children) are ineligible for GR in accordance with the 0/30/60-day progressive penalty criteria when they refuse or fail to comply with the GR employable requirements without good cause. When there is no good cause and it is the first sanctionable occurrence within the prior 12-month period, a 0-day penalty is imposed; when it is the second occurrence, a 30-day penalty is imposed; and with it is the third occurrence, a 60-day penalty is imposed.</p> <p>Refer to GR 41-411 and GR 41-412 regarding the 0/30/60-day progressive penalty and good cause determination process.</p>
<p>GR 40-105.3 – Strike</p>	<p><u>Are individuals who are on strike eligible to GR?</u></p> <p>No, employable individuals (including the spouse and minor children) who participate in a strike are ineligible for GR during the period of time they are taking part in the labor action. In addition, no GR benefits may be used for or paid to a person or family who is ineligible to CalWORKs/RCA because a family member living in the home is participating in a strike.</p>
<p>GR 40-105.4 – Exploring Other Benefits/Resources</p>	<p><u>What are the requirements for exploring/utilizing other benefits and resources?</u></p> <p>As a condition of eligibility, all individuals, including a spouse and minor children residing in the household, must pursue all potential income. In the case of GR families, parents must pursue potential income on behalf of their minor children.</p> <p>Refer to GR 44-101.1 for details on exploring other benefits/resources.</p>

	<p>The individual is advised of any potential resources and how to apply. The most frequently identified resources for individuals include CalWORKs, SSI/SSP, VA, SSA, UIB, DIB, RCA and CAPI.</p>
<p>GR 40-105.5 – Fail/Refuse to Comply with Requirements of Other Public Assistance Programs</p>	<p><u>Are individuals who fail or refuse to comply with the requirements of other public assistance programs eligible to GR?</u></p> <ul style="list-style-type: none"> • No, an individual who is eligible for assistance from a federal or State aid program and who is denied or terminated <u>due to failure or refusal to comply with</u> the requirements of that program is <u>ineligible</u> for GR. However, if the person was denied/terminated for another reason, there may be eligibility to GR. <p><u>EXAMPLE A:</u></p> <p>A parent is ineligible to CalWORKs because the only child (16 years old) chooses not to enroll in a school or training program or register with GAIN. This parent is also ineligible to GR. In this situation, GR ineligibility is documented by noting that the sole reason for CalWORKs ineligibility was the child's failure to meet CalWORKs school/training requirements. This information is recorded in Case Comments.</p> <p><u>EXAMPLE B:</u></p> <p>A parent who is ineligible to CalWORKs because the only child is 18 years old and freely chooses not to meet the CalWORKs school, training requirements may be aided on GR, if otherwise eligible. The 18-year old, now considered to be an adult, is not eligible to GR because of failure to comply with CalWORKs requirements.</p> <p><u>EXAMPLE C:</u></p> <p>A minor parent refuses to live with her mother because she would rather live with her other minor friends. The minor is ineligible to CalWORKs because she chose a living arrangement which makes her ineligible. Therefore, she is not eligible to GR.</p>

	<ul style="list-style-type: none"> • A disabled 18-year old living with a needy parent or other CalWORKs eligible caretaker is not eligible to CalWORKs if the disability prevents them from meeting the CalWORKs school/training requirements. In this situation, the disabled 18-year old may be aided on GR if otherwise eligible (SSI should be explored). The parent/caretaker may also be aide on GR if there is no other CalWORKs eligible children in the home. <p>Refer to GR 40-105.4 regarding the exploration of other benefits and resources (SSI/SSP).</p> <ul style="list-style-type: none"> • Any family members who are denied or terminated from CalWORKs or RCA because of failure/refusal of any member to comply with the employment requirements of the program are ineligible to GR.
<p>GR 40-105.6 – Eligibility to Other Programs</p>	<p><u>Are individuals who are determined eligible to other assistance programs eligible to GR?</u></p> <p>No. GR benefits are <u>not</u> issued to an individual who is determined eligible for, or in receipt of CalWORKs, SSI/SSP RCA, or CAPI benefits, or suspended from SSI.</p> <p><u>EXCEPTION:</u> Persons approved for SSI/SSP, but pending receipt of initial benefits are eligible to GR emergency aid, if otherwise eligible.</p> <p>Refer to GR 44-228 for details.</p> <p>Persons receiving assistance from other programs are ineligible to GR until the day following the last day that federal or State assistance was received.</p> <p>Needy relative caretakers who are receiving Foster Care rates under the <u>Youakim</u> court order are <u>not</u> eligible to Gr. If the needy caretaker requests assistance, the individual is aided under CalWORKs with the eligible child(ren).</p>
<p>GR 40-105.7 – CalWORKs Time Limits</p>	<p><u>Are individuals who have timed-out of CalWORKs eligible to GR?</u></p> <p>No. Any parent (biological or adoptive) previously receiving CalWORKs who was timed-out because of the 60-month time limits shall be ineligible to</p>

	<p>receive GR until his/her youngest child who received CalWORKs reaches 18 years of age. There is no GR eligibility regardless of whether the child is now living in the home with the individual or not.</p> <p><u>EXCEPTION:</u> Caretaker relatives, such as: grandparents, aunts, uncles, etc., who are timed-out of CalWORKs are eligible to GR, if all other requirements are met.</p> <p>If the GR pregnant applicant/participant is time-limited under the CaWORKs Program, the pregnant participant may be aided on GR during her third trimester of pregnancy until the baby is born.</p> <p style="text-align: right;">4/17/13</p>
<p>GR 40-105.8 – Pending SSI/SSP Application</p>	<p><u>Is GR issued to individuals with a pending SSI/SSP application?</u></p> <p>Yes, GR may be issued when an SSI/SSP application is pending or while the individual is awaiting initial SSI/SSP benefits, if otherwise eligible.</p> <p>Refer to GR 44-228 and SSIAP on the Intranet for a full description of the Interim Assistance Program (IAP).</p> <p>GR is <u>not</u> issued when a family has a disabled minor and elects to receive SSI/SSP for the minor. These families are referred to apply for CalWORKs when there are no other CalWORKs-eligible children in the home, and the parents are apparently eligible to CalWORKs.</p>
<p>GR 40-105.9 – Former SSA/SSI/SSP Recipients</p>	<p><u>How are former SSA Title II/SSI/SSP recipients handled?</u></p> <p>Refer to GR 44-120 for policies for individuals who are former SSA Title II/SSI/SSP recipients.</p>
<p>GR 40-106 – CalWORKs Applications By GR Individuals</p>	
<p>GR 40-106.1 – Referrals to CalWORKs</p>	<p><u>When are individuals referred to CalWORKs?</u></p> <p>The following case changes require referral of individuals to apply for CalWORKs and the initiation of follow-up controls:</p>

	<ul style="list-style-type: none"> • When a pregnant individual reaches her fifth month of pregnancy. <p>Refer to GR 40-101.9 for additional information.</p> <ul style="list-style-type: none"> • When an individual reports changes in his/her living arrangements that indicate providing care to related children less than 19 years of age. <p>NOTE: CalWORKs eligibility may exist even when the only minor child in the household is an SSI/SSP recipient.</p> <ul style="list-style-type: none"> • Needy relative caretakers who receive Foster Care under the <u>Youakim</u> court order and are <u>not</u> eligible to GR. If the needy caretaker requests assistance, they must be aided under CalWORKs with the child(ren).
<p>GR 40-106.2 – Transition from GR to CalWORKs</p>	<p><u>What communication is required when GR is terminated because the individual is now eligible to CalWORKs?</u></p> <p>To ensure there is no break in aid, the following actions are taken:</p> <ul style="list-style-type: none"> • The GR Intake Worker notifies the CalWORKs Worker when a CalWORKs individual has a pending GR application. • The CalWORKs Intake Worker contacts the GR Worker when a GR individual makes the application for CalWORKs. • All actions are recorded in Case Comments. • The GR Intake Worker controls for disposition of the CalWORKs application to ensure timely termination of GR, if applicable, <u>following the CalWORKs beginning date of aid.</u> <p>Refer to GR 40-101.9 for details.</p> <ul style="list-style-type: none"> • When GR is terminated, Food Stamps continue until CalWORKs is approved. The GR Worker coordinates the Food Stamp termination in the GR file to coincide with the Food Stamp approval in CalWORKs. This will avoid loss of Food Stamp benefits for the parent.

	<ul style="list-style-type: none"> • The PA 5801, Exchange of Information Lettergram, (an out of drawer form) is used to communicate and coordinate finalized action as follows: <ul style="list-style-type: none"> ➤ To advise the GR Worker of the disposition of the CalWORKs application (approval or denial). ➤ To advise the CalWORKs Worker of any GR action taken, such as the effective date of the GR termination and the final GR grant amount. ➤ To confirm information exchanged by telephone on any changes in the individual's circumstances, <u>including</u> the issuance of any public assistance benefits.
<p>GR 40-106.3 – Medi-Cal for Pregnant Women</p>	<p><u>Is immediate need Medi-Cal issued contingent on verification of pregnancy?</u></p> <p>Yes, GR individuals may obtain an Immediate Need Medi-Cal card from the CalWORKs Worker when eligibility to CalWORKs is contingent upon the verification of pregnancy.</p>
<p>GR 40-106.4 – Case Terminated After CalWORKs Approval</p>	<p><u>When is the GR case terminated after CalWORKs approval?</u></p> <p>When the GR individual is determined eligible for CalWORKs, the GR case is terminated as soon as possible following the CalWORKs beginning date of aid.</p> <p>NOTE: GR individuals are not entitled to a hearing when GR is terminated due to CalWORKs eligibility.</p> <p>Refer to GR 44-401.1 for details on termination after CalWORKs approval.</p>
<p>GR 40-106.5 – Denied CalWORKs for Non-compliance</p>	<p><u>What happens when an individual is denied CalWORKs for non-compliance?</u></p> <p>When an individual is denied CalWORKs for non-compliance with CalWORKs program requirements, <u>including</u> failure to provide acceptable pregnancy verification, the GR case is terminated. A timely NOA and hearing is required.</p>

	Refer to GR 44-402 for details.
GR 40-107 – How and Where a GR Application is Made	
GR 40-107.1 – Application Processed in District of Residence	<p><u>Where are applications processed when an individual has a residence address?</u></p> <p>When an individual applying for GR has a residence address, the application is processed in the district of residence.</p>
GR 40-107.2 – Application Processed For Homeless	<p><u>Where are applications processed for homeless individual using/not using a mailing address?</u></p> <p>A GR homeless application is taken at the district where the individual first arrives to request aid. If the individual does not provide a mailing address, the district office is established as both the residence and mailing address. If the individual provides a mailing address (other than the district office), the district of residence remains the responsible district, unless the individual indicates he is now homeless in another area outside the district boundaries.</p> <p><u>EXAMPLE:</u></p> <p>A homeless individual applies in the Pomona District but provides a mailing address in Pasadena. The case remains in the Pomona District. Two months later, the person reports that he is now homeless in the South Central area, but his mailing address remains Pasadena. Pomona transfers the case to south Central District.</p> <p>NOTE: The district determined responsible for processing a homeless individual’s case continues to be the residence address. When transferring the case to the appropriate district, the address must be changed.</p>
GR 40-108 – Screening Process	
GR 40-108.1 – Purpose of Screening	<u>What is the purpose of the GR screening process?</u>

	The purpose of the GR screening process is to identify individuals who appear ineligible to GR.
GR 40-108.2 – Who Screens?	<p><u>Who is responsible for the screening process?</u></p> <p>GR screening may be completed by an intake Task Force (screeners) or by the intake Worker.</p>
GR 40-108.3 – Doubt about Eligibility	<p><u>What should be done if there is doubt about an individual’s eligibility to GR?</u></p> <p>If there is any doubt about an individual’s eligibility to GR, or if an obviously ineligible person wishes to apply for GR, the application must be accepted.</p> <p>Following screening, potentially eligible employable individuals are referred to the Employment Specialist via the ABP 154, GROW Employment Specialist Referral, (an out of drawer form) for an Employment Needs Evaluation.</p> <p>Refer to GR 40-109.6 for details.</p>
GR 40-108.4 – Screening Process	<p><u>What takes place in the screening process?</u></p> <p>As part of the screening process, the PA 106, Would You Like to Register to Vote, (a LEADER generated form), is given to all individuals. When the individuals indicate they would like to register, a Voter Registration form is provided in their primary language.</p>
GR 40-109 – Application Process	
GR 40-109.1 – Application	<p><u>What forms are used for GR applications?</u></p> <ul style="list-style-type: none"> • The <u>SAWS 1</u>, Application for Cash Aid, Food Stamps and/or Med-Cal/State-Run County Medical Services Program, is an on-line LEADER application for GR. • The <u>SAWS 2</u>, Statement of Facts Cash Aid, Food Stamps and/or Medi-Cal/State-Run County Medical Services Program, is printed off LEADER (after completing the SAWS 1) and signed by the individual. <p>See WA No. 23 GR Stmt. Of Facts – R&R – Non-Print for LEADER procedures.</p>

	<ul style="list-style-type: none"> • The <u>SAWS 2A</u>, Rights and Responsibilities, is an out of drawer form given to the applicant. <p><u>The following forms are used for applications taken by mail:</u></p> <ul style="list-style-type: none"> • ABP 285-A1 (DFA 285-A1), Application for Food Stamps-Part 1 (an out of drawer form). • ABP 285-A2 (DFA 285-A2), Application for Food Stamps-Part 2 (an out of drawer form). • ABP 898-1, Application for General Relief – Part 3 (an out of drawer form).
<p>GR 40-109.2 – Annual Agreement Forms</p>	<p><u>What forms are needed at Annual Agreement?</u></p> <p>The ABP 898-16, General Relief Annual Agreement, (a LEADER generated form) together with the current QR 7 are used to reaffirm continued eligibility for GR on a yearly basis. For cases with Food Stamps, the ABP 285-A1, Application for Food Stamps – Part 1, (an out of drawer form) and the ABP 285-A2 (an out of drawer form) must also be completed at the time of the annual review.</p> <p>In the appointed month of annual agreement, the individual must read, sign, date, and return the ABP 898-16, General Relief Annual Agreement, (a LEADER generated form) within 21 days of the mailing date to reaffirm understanding of and agreement with the GR rights and responsibilities.</p> <p>The ABP 898-16, General Relief Annual Agreement, (a LEADER generated form) includes an agreement to repay all GR benefits provided while the SSI/SSP application is pending and provides documentation of an individual’s understanding of and agreement to comply with GR requirements.</p>
<p>GR 40-109.3 – Return to Residence</p>	<p><u>What form is used to request Return to Residence?</u></p> <p>PA 898-15, General Relief Application – Non-Resident, is the out of drawer application used for non-resident individuals who request return to their place of legal residence.</p> <p>Refer to GR 42-409 for details regarding aid to non-residents.</p>

<p>GR 40-109.4 – Completing the Application</p>	<p><u>How is the application completed?</u></p> <ul style="list-style-type: none"> • The application is completed by the Worker when the individual is unable to do so due to illiteracy, language difficulties, or mental/physical disability. • When the EW completes the application, the reason the individual was unable to do so is recorded in Case Comments. • Prior to GR approval, all adults requesting aid must sign the SAWS 2. • A signature by mark is only acceptable when the individual is prevented from signing because of illiteracy, disease, or mental/physical disability. • A signature by mark (normally an “X”) must be witnessed by an adult. The adult signing as witness must indicate his/her address. When the Worker responsible for the case signs as a witness, the district address is used. • A signature consisting of alphabet characters different from those used in English (for example, Japanese, Hebrew, Russian, etc.) must be witnessed in the same manner as witnessing a signature by mark. • The witness to such a signature is not required to understand the foreign language symbols. The signature of the witness is sufficient to establish that the individual wrote the symbols to represent his/her signature. • Where there is a court-appointed guardian or conservator, the application is signed in the following manner: “John Smith, <u> (guardian/conservator) </u> for the Person and/or Estate of Mary Jones.”
<p>GR 40-109.5 – Application Interview</p>	<p><u>What does the application interview consist of?</u></p> <p>All individuals applying for GR are interviewed to determine eligibility and the grant amount. Each adult (18 and over) requesting GR is pre-screened for potential substance abuse. Each adult or minor who requests GR is advised of rights and</p>

	<p>responsibilities and provided with information about the following:</p> <p>Refer to GR 40-120 for details on substance abuse screening.</p> <ul style="list-style-type: none"> • The GR Basic Grant (which includes a clothing allowance). • GR Special Needs. • Medi-Cal and/or health services available through the County Department of Health Services. • Food Stamps. • Social Services. • IAP. • Mandatory Substance Abuse Recovery Program (MSARP). <p>The SAWS 2 and ABP 392, Information Sheet, (an out of drawer form) provide important information about GR eligibility requirements, benefits, rights, and responsibilities.</p>
<p>GR 40-109.6 – Employment Needs Evaluation</p>	<p><u>What does the Employment Needs Evaluation consist of?</u></p> <ul style="list-style-type: none"> • As a condition of eligibility for GR, at application, all adult employable individuals who appear eligible to GR are referred to the Employment Specialist for completion of the Employment Needs Evaluation. • Each individual interviewed by the Employment Specialist is provided with information about the following: <ul style="list-style-type: none"> ➤ The GROW program and the benefits of employment. ➤ GR time limits. ➤ The ABP 191, Welfare-to-Work Employment Training for Non-Custodial Parents (an out of drawer form) and the Welfare-to-Work training programs, if applicable, for non-

	<p>custodial parents only.</p> <ul style="list-style-type: none"> ➤ That attendance at the GROW Orientation appointment is mandatory before the application can be approved.
<p>GR 40-109.7 – Physical or Mental Health Problems</p>	<p><u>What is required if an individual who, during the Employment Needs Evaluation, displays a physical or mental health problem?</u></p> <p>Individuals displaying a physical or mental health problem are:</p> <ul style="list-style-type: none"> • Referred to contracted medical providers for an employability screening for physical problems, or • Referred to co-located Mental Health/Adult Protective Services (APS) staff for an NSA evaluation for mental health problems; and • Exempted from GROW requirements for 30 days, and • Advised that if found to be employable, they will be required to participate in GROW.
<p>GR 40-109.8 – GROW Referral Process</p>	<p><u>What does the GROW referral process consist of?</u></p> <p>In the GROW referral process, <u>English and Spanish-speaking</u> individuals:</p> <ul style="list-style-type: none"> • Are referred via the ABP 154, GROW Employment Specialist referral, (an out of drawer form) for an Employment Needs Evaluation. • Are, upon completion of the evaluation, scheduled for a GROW Orientation appointment and given the appointment letter. <p>NOTE: Attendance at GROW Orientation for English and Spanish speaking employable individuals is a mandatory requirement prior to case approval.</p> <p>For <u>Non-English/Non-Spanish speaking</u> individuals, aid is approved prior to the GROW Orientation appointment. After approval, the individual is automatically referred to GROW via the ABP 1461-B, GROW</p>

	Orientation Appointment letter (a MAPPER generated form).
GR 40-109.9 – Action on Applications	<p><u>What actions are taken on applications?</u></p> <p>Applications are approved, denied, or withdrawn.</p> <p><u>Approvals</u></p> <ul style="list-style-type: none"> • An application is approved when it is determined and verified that the individual meets all eligibility requirements. • A notice of approval for GR is generated and mailed by LEADER to notify the individual of approval. <p><u>Denials</u></p> <ul style="list-style-type: none"> • An application is denied when it is determined that the individual is ineligible to GR. The effective date of denial is the date of the application regardless of emergency aid issued. • The reason for ineligibility is recorded in Case Comments and a LEADER-generated NOA is sent. • If an individual appears ineligible, but wishes to continue the application process, the Section of the application which reads, “I understand I am not eligible for General Relief, but I want to continue with the application”, must be checked. The individual must sign and date as appropriate. <p><u>Withdrawals</u></p> <ul style="list-style-type: none"> • An application may be withdrawn only upon request of the individual. • The Section of the application that reads, “I understand I am not eligible for General Relief and I want to cancel my request for General Relief” is checked. The application must be signed and dated in the appropriate boxes. • If an individual verbally requests withdrawal, but is not available to sign or will not sign, the application is denied and a denial notice is sent to the individual.

<p>GR 40-109.10 – Voter Registration Services</p>	<p><u>Are voter registration services provided in district offices?</u></p> <p>Yes, voter registration services are offered at intake, Annual Agreement and when there is a change of address.</p>
<p>GR 40-109.11 – Voter Registration Requirements</p>	<p><u>What are voter eligibility requirements?</u></p> <p>To be eligible to vote, the individual must:</p> <ul style="list-style-type: none"> • Be a U.S. citizen. • Be at least 18 years old by the date of the next election. • Be living in the State of California. • Not be in prison or on parole for the conviction of a felony or not have been judged by the court to be mentally incompetent.
<p>GR 40-109.12 – Voter Registration Service at Intake</p>	<p><u>What voter registration services are available at intake?</u></p> <p>The PA 106, Would You Like to Register to Vote, (a LEADER generated form) is given to all eligible individuals. The PA 106 is a user initiated form on the Client Correspondence screen.</p>
<p>GR 40-109.13 – Voter Registration Service at Annual Agreement</p>	<p><u>What voter registration services are available at Annual Agreement?</u></p> <p>The PA 106 is included in the annual agreement packets sent to individuals.</p>
<p>GR 40-110 – Principles and Methods of Investigation</p>	
<p>GR 40-110.1 – Release of Non-Medical Information</p>	<p><u>How is a release of non-medical information obtained?</u></p> <p>When there is a need for non-medical information from a collateral source to establish eligibility, the individual's written consent on an authorization from as specified below is required. The form is completed before requesting that the individual sign it. If the individual refuses to sign, the individual is ineligible to GR unless the individual has been</p>

	<p>determined mentally disabled (NSA) and is temporarily exempted.</p> <p>Refer to GR 41-105 for NSA deferred requirements.</p> <p>The following authorization forms are used to obtain information from non-medical sources:</p> <ul style="list-style-type: none"> • The PA 2465, Client’s Consent for Release of Information from a Financial Institution, is used to secure information from financial institutions such as banks, savings and loan associations, trust companies, loan companies, and credit unions. • The ABCDM 228, Individual’s Authorization for Release of Information, (an out of drawer form) is used to secure information from non-financial institutions such as insurance companies, mortgage companies, and employers.
<p>GR 40-110.2 – Release of Medical Information</p>	<p><u>How is a release of medical information obtained?</u></p> <p>When there is a need for medical information, the EW uses the ABP 1676, General Relief Medical/Psychiatric Evaluation, (a LEADER generated form) or ABP 1676P, General Relief Medical/Psychiatric Evaluation Private Physician, (an out of drawer form) which includes a Section for obtaining the individual’s authorization for release of information.</p>
<p>GR 40-110.3 – Home Calls</p>	<p><u>Are home calls required?</u></p> <p>No, home calls are not required for most intake or approved cases, but are authorized in the following instances:</p> <ul style="list-style-type: none"> • <u>Exceptional Case Situations</u> <p>A home call may be made if necessary to clarify eligibility to GR. For example, a home call may be authorized to clarify inconsistent case information, documents that appear to have been altered or any prospective fraud situation.</p> <ul style="list-style-type: none"> • <u>Physical/Mental Incapacity</u> <p>A home call may be authorized for B&C cases to obtain an application when an individual is</p>

	<p>mentally or physically unable to attend an interview in the district office or whenever a home call is otherwise necessary.</p> <ul style="list-style-type: none"> • <u>Verification of a Catastrophe</u> <p>A home call is made to verify the occurrence of a catastrophe prior to the issuance of duplicate emergency aid for food, housing, and clothing.</p> <p>Refer to GR 44-220 through GR 44-230 for details regarding emergency aid issuances.</p>
<p>GR 40-111 – Identification</p>	
<p>GR 40-111.1 – Verification of Identity</p>	<p><u>Is verification of identity required?</u></p> <p>Yes, all GR individuals must provide verification of their identity at the time of application.</p> <ul style="list-style-type: none"> • Individuals without acceptable permanent identification (ID) may be aided on an interim basis pending receipt of permanent ID. • Individuals are referred for fingerprinting/photo imaging by SFIS. • Individuals without ID who were previously aided on GR or another aid program (CalWORKs, Food Stamps, etc.) may be aided when permanent ID can be obtained from the previous case record.
<p>GR 40-111.2 – Permanent Identification</p>	<p><u>What is acceptable permanent identification?</u></p> <p>The following are acceptable permanent ID for GR purposes:</p> <p>Refer to GR 41-407 for identification required by the Employment Development Department (EDD) as part of the work registration for employable individuals.</p> <ul style="list-style-type: none"> • Armed forces discharge papers. • Certified copy of birth certificate. • Driver’s License (current or expired, from any State).

	<ul style="list-style-type: none"> • Indian Tribal Enrollment Card and/or Certificate. • Cards issued by the USCIS with a photograph, such as the I-94, Arrival-Departure Record, I-151, Alien Registration Receipt Card, I-155, Temporary Residence Card. • Photo ID issued by the Department of Motor Vehicles (DMV), employer or any recognized agency, with the individual's signature and a number, such as license number, employee number, or Social Security Number. • U.S. Passport. • A returned PA 230, Request for Verification/Certification of Evidence, (an out of drawer form) which verifies the birth information provided. • A computer-generated printout issued by the Los Angeles County Registrar-Recorder/County Clerk Vital Records System that verifies an individual's birth in Los Angeles County. <p>Verification: Case Comments are annotated with the date and type of ID seen.</p> <ul style="list-style-type: none"> • A photocopy of the document establishing identity is filed in the case record, unless law prohibits photocopying of the document. If photocopying is prohibited, a full description of the document viewed is entered in Case Comments. • When acceptable permanent ID has been obtained and documented in the case record, no further ID or proof of age is required. <p>NOTE: The use of SFIS does not eliminate the requirement that GR individuals provide ID.</p>
<p>GR 40-111.3 – Assisting Individuals in Obtaining Permanent ID</p>	<p><u>How is the individual assisted in obtaining permanent ID?</u></p> <p>The individual is assisted in obtaining permanent ID with the PA 594, Request for Permanent ID, (a LEADER generated form) which:</p> <ul style="list-style-type: none"> • Provides the individual with a list of acceptable

	<p>documents to verify permanent ID and instructions for obtaining a delayed registration of birth.</p> <ul style="list-style-type: none"> • Advises the individual of the responsibility to provide the required proof of identity within 60 days from the date on the notice and that the agency will request birth verification from the city and State of the individual's reported place of birth. • Informs the individual that if the request for birth verification is received from the reported place of birth indicating "No Record", AND the individual has not provided acceptable permanent ID, GR may be terminated.
<p>GR 40-111.4 – PA 230 Process</p>	<p><u>Is there anything else that needs to be done to assist the individual in obtaining permanent ID?</u></p> <p>Yes, a PA 230 is submitted requesting verification of the individual's birth or birth certificate when aid is being approved on the basis of interim ID.</p>
<p>GR 40-111.5 – PA 230 Returned "No Record"</p>	<p><u>If the PA 230 is returned with the annotation "No Record" what should be done?</u></p> <ul style="list-style-type: none"> • If it is verified that the individual provided incorrect information GR is terminated. • If it is verified that the information on the PA 230 is consistent with the information in the case record and the individual cannot provide the required permanent ID, aid is terminated (or the person is deleted) effective the end of the 60 day control period. <p>NOTE: The individual is allowed the full 60 days.</p> <p>If the PA 230 is received after the full 60 day control period, non-compliance is initiated.</p> <p>Exception: NSA individual are exempt from PA 230 termination action.</p> <ul style="list-style-type: none"> • If the individual can provide proof of application for a delayed birth certificate, but has not yet received it, the individual is given an additional 60 days.

<p>GR 40-111.6 – PA 230 Required</p>	<p><u>Is the PA 230 process required?</u></p> <p>Yes, when the individual fails to provide ID as requested in the PA 594, aid is not terminated until and unless the PA 230 has been submitted as described above.</p>
<p>GR 40-111.7 – Reapplication When Previously Denied for Identification.</p>	<p><u>What happens when an individual previously terminated for failing to provide acceptable permanent ID reappplies?</u></p> <p>The case is retrieved from storage to confirm that a PA 230 was initiated and returned indicating “No Record”.</p> <ul style="list-style-type: none"> • If the “No Record” PA 230 is on file, the application is denied. • If there is no “No Record” PA 230 on file, the application is processed and approved if otherwise eligible. The ID process is reinstated, including a PA 230. • Emergency aid is <u>not</u> denied pending receipt of the case from storage. • The application cannot be denied solely on the basis that it was previously terminated for lack of ID without verification that a “No Record” PA 230 was actually received. <p>NOTE: NSAs are exempt from compliance with ID requirements with the exemption of SFIS.</p>
<p>GR 40-112 – SFIS</p>	
<p>GR 40-112.1 – Definition</p>	<p><u>What is SFIS?</u></p> <p>The Statewide Fingerprint Imaging System (SFIS) is a fingerprinting and photo-imaging program that verifies identity and provides an alert of potential fraud due to duplicate aid. The prints are matched with CalWORKs, Food Stamps and GR cases within Los Angeles County as well as with other counties throughout the State.</p>
<p>GR 40-112.2 – Mandatory</p>	<p><u>Who must be fingerprinted and photo-imaged?</u></p> <p>All adult individuals must be fingerprinted and photo-imaged as a requirement for eligibility to GR.</p>

	<p>An SFIS brochure is provided to applicants as part of the application process. Individuals who fail/refuse to be fingerprinted and photo-imaged are denied/terminated.</p>
<p>GR 40-112.3 – When Fingerprinted and Photo-Imaged</p>	<p><u>When are individuals fingerprinted and photo-imaged?</u></p> <p>Individuals are fingerprinted and photo-imaged:</p> <ul style="list-style-type: none"> • At application; • Upon rescission of a denial/termination action; and • Upon changing from B&C to another living arrangement or from one aid type to another (e.g. CalWORKs to GR).
<p>GR 40-112.4 – NSA Requirement</p>	<p><u>Are NSA individuals required to comply with SFIS requirements?</u></p> <p>Yes, NSA individuals are required to comply with SFIS; however, those who refuse to comply are provided special assistance by the EW and for Department of Mental Health/Adult Protective Services (DMH/APS) co-located staff.</p> <p>If the individual continues to refuse, GR is denied/discontinued; however, the DDD must review the case before denial/termination action is taken.</p>
<p>GR 40-112.5 – Exemptions</p>	<p><u>Are there any exemptions from SFIS?</u></p> <p>Following are exemptions:</p> <ul style="list-style-type: none"> • <u>Temporary Exemption</u> - from fingerprinting for 30 days when the individual's fingers are injured and will heal. As listed on the PA 59, Fingerprint and Photo-Imaging Referral, a LEADER generated form) there are two temporary exemptions: <ul style="list-style-type: none"> Temporary Left Index, or Temporary Right Index <p>The individual is automatically scheduled for a new finger image appointment 30 days following the exemption update to SFIS. There</p>

	<p>are no restrictions on the number of times an individual can be temporarily exempted.</p> <p>NOTE: Individuals are photo-imaged even when not being fingerprinted because of an exemption.</p> <ul style="list-style-type: none"> • <u>Permanent Exemption</u> – from fingerprinting for an indefinite period (as indicated on the PA 59 submitted by the Worker) with the DDD’s approval. Permanent exemptions apply only when all 10 fingers are missing.
<p>GR 40-112.6 – Processing Exemptions</p>	<p><u>How are permanent exemptions processed?</u></p> <p>Designated district staff with appropriate security clearance confirm the individual’s missing index fingers and input as permanently exempt on SFIS. SFIS will then prompt for a thumbprint. Designated staff continue to approve the permanent exemption (with their fingerprint) indicating that the thumb is missing until all ten digits have been exempted.</p> <p>Permanent exemptions are not controlled on SFIS; however, they are shown on an SFIS report.</p> <p>Verification: Exemptions are annotated on the PA 59, Fingerprint and Photo-Imaging Referral.</p>
<p>GR 40-112.7 – Board & Care</p>	<p><u>How are Board & Care cases handled?</u></p> <p>B&C cases are <u>non-mandatory</u> for fingerprinting and photo-imaging. If the facility feels the individual is not ready to leave for that day, the requirement may be temporarily deferred. However, once the individual is no longer in B&C, an appointment must be scheduled for SFIS.</p> <p>NOTE: If the individual is able to come into the district office for the interview, a referral to SFIS is made that day.</p>
<p>GR 40-112.8 – Unexpected SFIS Response</p>	<p><u>How are unexpected SFIS responses handled?</u></p> <ul style="list-style-type: none"> • Matches with unexpected SFIS responses are forwarded to the Early Fraud Investigators (EFI) automatically for review. • EFIs forwards their findings to the district designate.

	<ul style="list-style-type: none"> • Notifications and dispositions of SFIS responses are controlled by the SFIS DDD/designate. • If non-fraud (no overpayment), the referral remains in the case record. • If non-fraud with an overpayment, appropriate action is taken. • If fraud, unless the district receives compelling evidence which was unknown to the EFI when the recommendation was made, the EFI recommendations are followed. <p>NOTE: NSA individuals are not subject to adverse action, other than termination of duplicate aid.</p> <ul style="list-style-type: none"> • Case corrections are made as appropriate (correct name, spelling, date of birth, cancellation of a duplicate number on LEADER, etc.) • If images with incorrect CIN on SFIS need to be deleted, the SFIS help desk is contacted.
<p>GR 40-112.9 – Expected Response</p>	<p><u>How are expected responses processed?</u></p> <p>Expected results (“Open Search No Match Found” and “Close Search Match Found”) are forwarded to the EW by the SFIS Clerk. The match results screen is printed and attached to the PA 59 or SFIS appointment letter.</p>
<p>GR 40-112.10 – SFIS Results Updated to LEADER</p>	<p><u>How are SFIS results updated to LEADER?</u></p> <p>All priority (same day issuance) results are input to LEADER by the SFIS Clerk. Non-priority results are updated through the daily SFIS/LEADER batch process.</p> <p>Refer to SFIS Handbook for additional information.</p>
<p>GR 40-113 – Requirement to Provide a Social Security Number and Show a Valid Social Security Card</p>	
<p>GR 40-113.1 – Social Security Number Requirement</p>	<p><u>Who is required to provide a Social Security Number (SSN)?</u></p>

	<p>All individuals, including minor children aided on a GR family case, are required to provide an SSN and show their Social Security card or the stub from the card. When a Social Security card/stub cannot be provided, the individuals is required to apply for a new or replacement card with the Social Security Administration (SSA).</p> <p>Some exemptions to the SSN requirement apply for VAWA individuals.</p>
<p>GR 40-113.2 – Photocopying Social Security Cards/Stubs</p>	<p><u>When an individual has the Social Security card or stub, should it be photocopied?</u></p> <ul style="list-style-type: none"> • Yes, the original Social Security card (or the stub from the card when the card has been lost) is photocopied and returned to the individual. The photocopy is filed in the case record. • When a Social Security card stub (with the name and number imprinted) is presented because the card was lost, the individual is asked to apply for a replacement with SSA. <u>No follow-up to this request is required.</u> • Each individual’s SSN is entered onto LEADER when verification of the SSN is obtained.
<p>GR 40-113.3 – SSA Requirement Evidence of Age</p>	<p><u>What does SSA require as evidence of age, ID, etc.?</u></p> <p>SSA requires that a person applying for a Social Security card must furnish one or more of the documents listed below as evidence of age, identity, and U.S. Citizenship or legal U.S. entry. <u>The original or certified copy of the document must be presented unless it is no longer available.</u></p>
<p>GR 40-113.4 – Evidence of Age/U.S. Citizenship</p>	<p><u>Evidence of Age/U.S. Citizenship</u></p> <p>A public or religious certificate of birth established before age five.</p> <p>NOTE: The original or certified copy of the document must be presented unless it is no longer available. All documents are subject to verification with the custodian of the original record.</p> <p>If the birth or baptismal certificate cannot be obtained, one or more other documents must be</p>

	<p>provided which include the first and last name, birth date or age, place of birth <u>AND</u> one or more documents from the following list must be provided as evidence of identity:</p> <ul style="list-style-type: none"> • U.S. citizenship or alien status document listed below • Driver's license • State identity card • Voter's registration • School record • Vaccination record • Report Card • Insurance policy • School ID • Day care/nursery school record • Marriage record • Divorce decree • Work badge, building pass • Draft card, Military I.D. • Baby's hospital wrist band • Welfare case record • New birth announcement • Baby book • Adoption record • Medi-Cal card • Court order for name change • Church membership or confirmation record • Clinic, doctor/hospital record • Child's membership or confirmation record • Clinic, doctor/hospital record • Child's membership in Boy/Girl Scouts, youth organization • Any other document providing identifying data, physical description, photograph or signature
<p>GR 40-113.5 – U.S. Citizen Foreign Born</p>	<p><u>For U.S. citizens who are foreign born:</u></p> <ul style="list-style-type: none"> • U.S. Passport • Consular report of birth plus evidence of identity from the list above • Naturalization Certificate • U.S. military discharge papers showing U.S. citizenship • Certificate of citizenship
<p>GR 40-113.6 – Aliens</p>	<p><u>For aliens:</u></p> <ul style="list-style-type: none"> • Alien Registration Card I-151 or I-155 • U.S. Immigration form I-94, AR3a, I-185, I-186

	(and SW-434, if applicable), I-95A, I-184, or other appropriate immigration forms
GR 40-113.7 – Replacement Card	<p><u>Are individuals who cannot provide a Social Security card or stub required to apply for a new or replacement card?</u></p> <p>Yes, when an individual cannot provide a Social security card/stub, they are required to apply for a new or replacement card with SSA and provided verification of application.</p> <ul style="list-style-type: none"> • Individuals who have ID and documents for proof of birth/citizenship or alien status acceptable to SSA are referred for a new/replacement Social Security card at the time of application. • Individuals who do not have ID or documents for proof of birth/citizenship or alien status acceptable to SSA re referred after they have obtained documents that are acceptable to SSA. • Individuals without SSNs are referred to SSA at the next annual agreement following receipt of ID acceptable to SSA.
GR 40-113.8 – Referrals to SSA	<p><u>How is the individual referred to SSA?</u></p> <ul style="list-style-type: none"> • The MC 194-LA, Social Security Administration Referral Notice, (a LEADER generated form) is used to refer individuals to SSA to apply for an SSN, a replacement Social Security card, or to resolve discrepancies in the event of multiple SSNs. • The yellow copy of the MC 194-LA completed by an SSA representative is acceptable verification of an individual's compliance with the requirement to file an application with SSA. <p>A 30-calendar day FAC for compliance with the SSA application requirement is set.</p> <p>A 90-calendar day control from the date of the application at SSA for receipt of the Social Security card or clarification of the SSN as reported on the MC 194-LA is set.</p>
GR 40-114 – Proof of Age for Individuals 64	

Years of Age and Older	
GR 40-114.1 – Proof of Age	<p><u>Are individuals 64 years and older required to provide proof of age?</u></p> <p>Yes, all individuals who are 64 years of age or older are asked to provide proof of age that is acceptable to SSA so that SSI/SSP can be approved as soon as the individual attains age 65. Individuals are referred to SSI/SSP one month prior to their 65th birthday.</p> <p>Refer to GR 44-119 for the SSI/SSP Referral Process.</p> <p>NOTE: Sponsored aliens age 65+ are ineligible to SSI/SSP during their sponsorship period.</p>
GR 40-114.2 – Under Age of 64	<p><u>Are individuals under the age of 64 required to provide proof of age?</u></p> <p>No, individuals under age 64 years of age are not required to show proof of age, unless there is some doubt as to the real age and that doubt affects eligibility.</p> <p><u>EXAMPLE:</u></p> <p>A case clearance reveals the individual is 15 years old, however, he indicates his mother lied to get him on CalWORKs and he is actually 19. In this instance, verification of age is required to ensure the individual meets GR eligibility requirements.</p>
GR 40-114.3 – Individual Turns 64	<p><u>When an applicant will turn 65 in one month and does not have birth documentation, what needs to be done?</u></p> <p>When a 64-year old, who will be 65 in one month, does not have birth documentation, the PA 698, General Relief Affidavit Regarding Age/Citizenship, (an out of drawer form) may be used in place of the birth documentation. The PA 698 may be forwarded from the Worker to the SSA to show proof of age and citizenship.</p> <p>This is done ONLY when all of the following conditions exist:</p> <ul style="list-style-type: none"> • The individual was born in the U.S., and

	<ul style="list-style-type: none"> • The individual and DPSS have been unable to obtain a birth or baptismal record, and • The DPSS case record is at least one year old.
GR 40-115 – Emergency Aid Prior to Approval	
GR 40-115.1 – Emergency Aid Issued Before and After Approval	<p><u>Can emergency aid be issued before and after approval?</u></p> <p>Yes, refer to GR 44-220 through GR 44-230 for policies concerning the issuance of emergency aid before and after case approval.</p>
GR 40-115.2 – Initial Grant	<p><u>When is the initial month grant issued on-line?</u></p> <p>On-line issuance for first month’s grant is used as follows:</p> <p>An on-line issuance for first month’s grant is initiated when the:</p> <ul style="list-style-type: none"> • Individual is homeless or threatened with homelessness. <p>Verification: Approved application.</p> <ul style="list-style-type: none"> • Individual does not have resources to meet basic needs to wait for issuance via batch. <p>Verification: Approved application</p> <ul style="list-style-type: none"> • First month approval issuance is delayed by a computer error or other administrative circumstances. <p>Verification: Approved application and explanation of delay.</p>
GR 40-116 – Annual Agreement and Continuing Activities on Approved Cases	
GR 40-116.1 – Eligibility Re-Evaluated	<p><u>When is eligibility re-evaluated?</u></p> <p>Eligibility is promptly re-evaluated when changes in the eligibility status of the aided members of a case are known. Specific activities required are listed below:</p>

	<p><u>Change of Address</u></p> <p>When change of address information is entered on LEADER, an ABP 101, General Relief Request for Housing Information, is generated by LEADER to verify the new living arrangements.</p> <p><u>Change in Number of Aided Persons in the GR Unit</u></p> <p>Whenever a person is to be added to the case, an ABP 898-1, Application for Cash Supplement – Part 3, (an out of drawer form) and ABP 898-16, General Relief Annual Agreement, (a LEADER generated form) must be completed.</p>
GR 40-116.2 – Annual Agreement	<p><u>What forms are needed for an Annual Agreement?</u></p> <p>The ABP 898-16, along with the current QR 7, are used to reaffirm an individual’s continued GR eligibility.</p>
GR 40-116.3 – Annual Agreement Due Dates	<p><u>What are annual agreements due?</u></p> <p>For intake and approved cases, LEADER will set/align the recertification/annual agreement date to the furthest QR Submit Month without exceeding 12 months.</p> <p>Refer to OPS 23-110.7 for examples and additional details.</p>
GR 40-116.4 – Generating Annual Agreements	<p><u>How are annual agreements generated?</u></p> <p>LEADER automatically generates the ABP 898-16 the month prior to the month in which the annual agreement is due.</p>
GR 40-116.5 – Annual Agreement Received	<p><u>What needs to be done when the annual agreement is received?</u></p> <p>The returned ABP 898-16 is reviewed for completeness and shown as received on LEADER.</p>
GR 40-116.6 – Annual Agreement Not Received	<p><u>What needs to be done when the annual agreement is NOT received?</u></p> <p>If the individual fails to return the ABP 898-16 by the due date, non-compliance is automatically initiated. This does not apply to NSAs.</p>

GR 40-117 – Medical Benefits	
GR 40-117.1 – Health Care	<p><u>Where do GR individuals receive health care?</u></p> <p>Most GR individuals obtain health care from DHS, directly operated or contracted treatment providers.</p>
GR 40-117.2 – Eligibility for Medi-Cal	<p><u>Are GR individuals eligible for Medi-Cal?</u></p> <p>The following individuals may be eligible for Medi-Cal and should be referred to Medi-Cal Intake via a PA 30, Reference Slip, (an out of drawer form) if they want to file an application:</p> <ul style="list-style-type: none"> • Under age 21 or age 65 or older. • Blind or disabled who meet federal disability requirements. <p>NOTE: The federal programs define disability as “inability to engage in <u>any</u> substantial gainful activity by reason of a medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than 12 months...”</p> <ul style="list-style-type: none"> • Family members who meet CalWORKs deprivation requirements. • Pregnant. • Residents of a skilled nursing home or intermediate care facility. <p>Note: Persons receiving long-term inpatient medical care in a skilled nursing home or intermediate care facility are not eligible to GR benefits.</p> <p>Refer to GR 44-217 for determining the needs of individuals entering a medical facility.</p>
GR 40-117.3. – Applying for Medi-Cal	<p><u>Can GR individuals apply for Medi-Cal?</u></p> <p>Yes, anyone requesting to file a Medi-Cal application has the right to do so. The Medi-Cal</p>

	<p>eligibility requirements listed above are explained to individuals. Individuals who do not appear to meet this criteria, but still want to apply for Medi-Cal, are referred to Medi-Cal Intake with a PA 30.</p>
<p>GR 40-117.4 – Informing Individuals of Medi-Cal Benefits</p>	<p><u>When should individuals be informed of the availability of Medi-Cal benefits?</u></p> <ul style="list-style-type: none"> • At intake and at each subsequent redetermination of eligibility, GR individuals who are under 21 years of age or 65 and older are informed of the availability of Medi-Cal benefits. • When it is known that an individual has become incapacitated and may meet the federal Social Security program disability criteria, the possibility of Medi-Cal is discussed with the individual. If it appears that the individual meets the federal requirements and wishes to apply, a referral is made to Medi-Cal Intake with a PA 30.
<p>GR 40-117.5 – General Relief Health Care Program (GRHCP)</p>	<p><u>When does an individual become eligible to the General Relief Health Care Program (GRHCP)?</u></p> <ul style="list-style-type: none"> • Eligibility to the GRHCP begins at approval. Should GR be terminated, individuals may continue to receive benefits as long as their income does not change or they do not become eligible to other government medical programs. • Under the GRHCP, individuals receive medical services through private community health clinics contracted by DHS and at four DHS clinics. Individuals are provided a wide range of health services, including but not limited to, primary care, specialty exam referrals, and prescription medications. • The individual is provided with information on where to access health care after approval. • Individuals referred for an employability screening who need follow-up medical treatment, receive a referral (ABP 12, General Relief Health Care Program Referral) from the contracted provider to give to the GRHCP when they go to obtain treatment services.
<p>GR 40-118 – Food Stamp Benefits</p>	<p><u>Are individuals informed about the availability and benefits of Food Stamps?</u></p>

	<p>Yes, during intake and, if approved, at each subsequent annual agreement thereafter, individuals are informed about the availability and benefits of Food Stamps. Appropriate action is taken to process a timely Food Stamp application whenever the individual expresses an interest in the program.</p>
<p>GR 40-119 – Child Health and Disability Prevention (CHDP) Referrals</p>	<p><u>What is the CHDP program?</u></p> <p>The Child Health and Disability Prevention (CHDP) program provides preventative health services to Medi-Cal eligible children (birth to 21 years of age). The goal is to identify and treat potential health problems so they do not develop into disabilities.</p> <p>See CW 40-107.6 for additional information.</p>
<p>GR 40-120 – Mandatory Substance Abuse Recovery Program (MSARP)</p>	
<p>GR 40-120.1 – Prescreening</p>	<p><u>Are all individuals prescreened for MSARP?</u></p> <p>Yes, as a condition of eligibility to GR, all adults (18 and older) who appear eligible to GR are interviewed (prescreened) to determine if there is reasonable suspicion of a drug/alcohol problem. The prescreening questions are on LEADER and the determination is based on the participant's self-declaration, observable behaviors and other information provided.</p> <p>When reasonable suspicion is established at a the prescreening, the individual is referred to a DHS contracted assessment center for professional evaluation and, if appropriate, for urinalysis screening/referral to treatment.</p>
<p>GR 40-120.2 – Already in Treatment</p>	<p><u>If an individual is in a treatment program when they apply, are they still referred for assessment?</u></p> <p>Yes, individuals who are currently participating in a treatment program (e.g., B&C) are referred to assessment to ensure their treatment is appropriate.</p>
<p>GR 40-120.3 – Room & Board</p>	<p><u>If an individual is in a R&B facility, are they automatically referred for assessment?</u></p>

	<p>No, individuals in a R&B facility are not automatically referred for assessment. Reasonable suspicion must be determined through the prescreening process.</p>
<p>GR 40-120.4 – Eligible to GR</p>	<p><u>Are individuals in MSARP eligible to GR?</u></p> <p>Yes, individuals in MSARP remain eligible for GR and are subject to time limits if employable. In order to remain eligible to GR, these individuals must cooperate through the entire assessment and subsequent recovery treatment process. Individuals and their families (other than NSA) are not eligible to GR if they do not cooperate. Progressive sanctions (0/30/60 days) are imposed for those who fail to cooperate.</p> <p>Refer to GR 41-100 Needs Special Assistance for additional information on NSA.</p>
<p>GR 40-120.5 – Employability Status</p>	<p><u>What is the employability status of individuals in MSARP?</u></p> <p>An individual’s employability status is a separate determination from a drug/alcohol problem. The individual’s physical/mental ability to engage in work activities is independently determined by the contracted providers/County physicians/DMH/APS.</p> <p>Chemical dependency alone itself, doe not make an individual unemployable or NSA. Individuals who indicate they are not employable are referred to contracted providers for unemployability screening.</p>
<p>GR 40-120.6 – Not Administratively Unemployable</p>	<p><u>Are individuals in B&C Administratively Unemployable?</u></p> <p>No, individuals who are in B&C facilities are employable unless found to be unemployable by the contracted provider or County physician or found to be NSA by co-located DMH/APS staff.</p>
<p>GR 40-120.7 – Meeting Employable Requirements in Board & Care</p>	<p><u>Are employable individuals living in a B&C facility required to meet all employable requirements?</u></p> <p>Employable individuals living in a B&C facility are not required to register for work or complete job searches; <u>however</u>, they must comply with GROW requirements. Participating in substance abuse</p>

	treatment 20 hours per week meets the GROW requirement.
GR 40-120-8 – Meeting Employable Requirements in Outpatient Treatment	<p><u>Are employable individuals receiving outpatient treatment in MSARP required to meet all employable requirements?</u></p> <p>Yes, employable individuals in outpatient care are required to comply with all employable requirements.</p>
GR 40-120.9 – Non-compliance	<p><u>What happens when individuals do not comply with MSARP?</u></p> <p>All individuals in MSARP who are not NSA must comply with each step of the program, including prescreening, assessment, and treatment, as a condition of eligibility to Gr. When individuals refuse or fail to comply in any part of the process, aid is denied/terminated and progressive 0/30/60 day periods of ineligibility are imposed. This process is automated on LEADER.</p> <p>As with employable sanctions, individuals have the entire extended suspend period to comply with the MSARP requirements.</p>
GR 40-120.10 – Agrees to comply During Extended Suspend Period	<p><u>If an individual fails to comply with either assessment or treatment and then agrees to comply during the extended suspend period, what must be done?</u></p> <p>Individuals who agree to comply during extended suspend, are returned to assessment for reevaluation.</p>
GR 40-120.11 – Rescinding Aid	<p><u>When is aid rescinded when the individual complies?</u></p> <ul style="list-style-type: none"> • Aid is rescinded effective the date the individual resolves all outstanding non-compliance issues occurring for the same effective date. • If all issues are resolved prior to or at the hearing, the denial/termination is rescinded effective the first of the month following the date of termination. <p>NOTE: Individuals must be referred back to assessment when rescinding aid.</p>

<p>GR 40-120.12 – Good Cause Determination</p>	<p><u>Is a good cause determination necessary for non-compliance with MSARP requirements?</u></p> <p>Yes, as with employable requirements, good cause is determined for non-compliance with MSARP. The ABP 1170, Substance Abuse Recovery Program & Good Cause determination, (an out of drawer form) is used in determining good cause.</p>
<p>GR 40-120.13 – Good Cause Prior to Denial/Termination</p>	<p><u>When is a good cause determination made prior to the denial/termination?</u></p> <p>A good cause determination must be made before a case is denied/terminated when an individual contacts the Worker by phone, in writing, or I person:</p> <ul style="list-style-type: none"> • Prior to or at the time of denial, • Prior to the hearing or • At the hearing.
<p>GR 40-120.14 – Rescinding for Good Cause</p>	<p><u>When there is a good cause, when is aid rescinded?</u></p> <p>When good cause has been determined, the denial/termination is rescinded effective the beginning of the month after the date of termination or, for intake, the approval process continues.</p>
<p>GR 40-120.15 – Good Cause After Denial/Termination</p>	<p><u>When is a good cause determination made, after the denial/termination or at Intake?</u></p> <p>A good cause determination must be made after the denial/termination when the individual contacts the EW by phone, in writing or in person. If good cause is determined, the denial/termination is rescinded effective the beginning of the month after the date of termination or, for intake, aid is approved effective the date of application (previously denied).</p>
<p>GR 40-120.16 – Multiple Non-compliance Issues</p>	<p><u>What needs to be done when an individual fails to comply with MSARP and fails to comply with employable requirements in the same month?</u></p> <p>When an individual fails to comply with MSARP requirements in the same month that they fail to comply with employable requirements:</p> <ul style="list-style-type: none"> • A separate NOA is sent out for each non-compliance, providing both the sanction and a hearing date for each incident.

	<ul style="list-style-type: none"> • As with employable sanctions, all issues must be resolved before aid can be rescinded. • When the issues are not resolved and aid is subsequently terminated, the termination reason will always be employment based because it has the highest priority. • When terminated for both employable and MSARP reasons, sanctions for both will run concurrently. • As with other sanctions, at application, LEADER shows any outstanding sanctions that must be completed prior to application.
<p>GR 40-120.17 – Tracking MSARP Participation</p>	<p><u>How is participation in MSARP tracked?</u></p> <p>LEADER tracks the individual’s progress from prescreening, assessment and treatment. The tracking begins when the prescreening results are input to LEADER on the Data Collection Subsystem, Drug Abuse Pre-Screening Interview Summary screen.</p>
<p>GR 40-120.18 – Pre-Screening</p>	<p><u>How are individuals pre-screened?</u></p> <p>At intake, pre-screening determines if there is reason to suspect an alcohol/drug problem. The pre-screening is part of the application on LEADER and is based on the individual’s self-declaration, observable behaviors and other information provided. Pres-screening information is input to LEADER on the Data Collection subsystem, Drug Abuse Pre-Screening Interview Summary screen.</p>
<p>GR 40-120.19 – Refusal to Cooperate</p>	<p><u>What happens when the individual refuses to cooperate?</u></p> <p>When an individual refuses to cooperate with the MSARP pre-screening process, the application is withdrawn following current procedures (excluding NSAs).</p>
<p>GR 40-120.20 – Pre-Screening Negative</p>	<p><u>What happens when the results of the pre-screening are negative?</u></p> <p>No further action is required.</p>

<p>GR 40-120.21 – Pre-screening Positive</p>	<p><u>What happens when the results of the pre-screening are positive?</u></p> <p>When the results of the pre-screening are positive:</p> <ul style="list-style-type: none"> • An assessment appointment is scheduled on the Schedule Appointments subsystem, Schedule GR Sub Assessment Appointment screen. • An ABP 132, Appointment Notice for General Relief Substance Abuse Recovery Assessment, is printed on LEADER and given to the individual. • The individual is advised of the assessment requirement. • Round trip transportation is issued for the appointment.
<p>GR 40-120.22 – Currently in a Treatment Program</p>	<p><u>What happens when the results of the pre-screening are positive and the individual is currently in a treatment program?</u></p> <ul style="list-style-type: none"> • An assessment appointment is scheduled on the Schedule Appointments subsystem, Schedule GR Sub Assessment Appointment screen. • An ABP 132, Appointment Notice for General Relief Substance Abuse Recovery Assessment, is printed off LEADER and given to the individual. • The individual is advised of the assessment requirement to determine whether the current treatment program is appropriate. • Round trip transportation is issued for the treatment appointment.
<p>GR 40-120.23 – Assessment Appointment Requirement</p>	<p><u>Are individuals required to keep the assessment appointment?</u></p> <p>Yes, individuals are required to keep and complete their assessment appointments as a condition of GR eligibility. Failure to keep or complete the assessment could result in GR denial/termination and sanction.</p>
<p>GR 40-120.24 – Kept Assessment</p>	<p><u>How do I know if the individual kept/completed the assessment?</u></p>

Appointment	<p>The Assessment Center is responsible for updating the LEADER system with the assessment results. If the individual failed to keep/complete the assessment, the case is denied/terminated and the appropriate sanction imposed.</p>
GR 40-120.25 – Assessment Completed	<p><u>What happens when the assessment is completed?</u></p> <p>When the assessment is completed, the Assessment Center is responsible for entering this information to LEADER. GR is approved, regardless of the outcome of assessment.</p>
GR 40-120.26 – Rescheduling Assessment	<p><u>Can assessment appointments be rescheduled?</u></p> <p>The individual may be rescheduled for an assessment appointment one time; however, aid cannot be approved until the appointment is kept. The individual is advised of this.</p>
GR 40-120.27 – Assessment Negative	<p><u>What happens when the assessment outcome is negative?</u></p> <p>When the outcome is negative, the Assessment Center is responsible for inputting this information to LEADER and no further action is required.</p>
GR 40-120.28 – Failure to Comply with Assessment	<p><u>What happens when the individual fails to show for assessment or refuses to comply?</u></p> <p>When the individual fails to show for assessment or refuses to comply, the Assessment Center is responsible for inputting this information to LEADER and non-compliance action is automatically initiated.</p>
GR 40-120.29 – Assessment Positive	<p><u>What happens when the assessment outcome is positive?</u></p> <p>When the outcome is positive, the Assessment Center is responsible for referring the individual for treatment (either residential or outpatient) and inputting the information to LEADER.</p>
GR 40-120.30 – Individual Disagrees with Assessment	<p><u>What happens when the assessment outcome is positive but the individual disagrees with the assessment?</u></p> <p>When the assessment results are contested:</p>

	<ul style="list-style-type: none"> • The Assessment Center schedules a urinalysis. • Aid may be approved pending the results of the urinalysis. If found positive, the individual is referred for treatment. If found negative, the system is updated at the assessment site and no further action is required. • If the individual fails to complete the urinalysis, the system is updated by the assessment site and non-compliance action is automatically initiated.
<p>GR 40-120.31 – Treatment</p>	<p><u>What does MSARP treatment consist of?</u></p> <p>Individuals assessed as having an alcohol/drug problem by the Assessment center are referred to treatment programs.</p> <ul style="list-style-type: none"> • These programs can be either outpatient or residential. • If the individual is already in a treatment program the Assessment Center evaluates the program for appropriateness. • When the program is outpatient, a transportation allowance (in the current bus pass amount) is authorized. • When the program is residential and the individual is employable, the individual is not required to register for work or complete job searches; <u>however</u>, he/she must comply with GROW requirements. Participating in substance abuse treatment 20 hours per week meets the GROW requirement. • Once enrolled in treatment, the individual must comply with all program requirements.
<p>GR 40-120.32 – Compliance with Treatment</p>	<p><u>How is compliance with treatment program requirements monitored?</u></p> <ul style="list-style-type: none"> • To ensure individuals are in compliance progress reports are system-generated to the treatment provider to determine the individual's

	<p>progress.</p> <ul style="list-style-type: none"> • The assessment center is responsible for system update. • Failure to comply/progress results in automated initiation of non-compliance.
<p>GR 40-120.33 – Length of MSARP Treatment</p>	<p><u>How long can an individual be in MSARP treatment?</u></p> <p>Individuals are eligible to receive up to six months plus an additional three month extension of consecutive treatment services without regard to employability status and remaining time on aid.</p> <p>NOTE: If an individual relapses after nine months (six month plus three months extension) of consecutive treatment, the individual is allowed to re-enter a treatment program when assessed and referred by the Assessment center to a treatment program.</p> <p>Individuals in treatment who are terminated due to time limits may continue to receive substance abuse treatment (residential or outpatient) for up to a maximum of nine months. To be eligible for ongoing treatment, the individual must have entered treatment while still on GR. No GR is paid to the individual or to the B&C provider and no action is needed by districts on these cases after GR is discontinued.</p> <p><u>EXAMPLE #1:</u></p> <p>An Employable’s MSARP treatment began May 15, 2004 the individual’s GR is terminated for time limits June 30, 2004. DPSS will continue paying for treatment services for up to nine months (six months plus a three month extension). No action is required by the district.</p> <p><u>EXAMPLE #2:</u></p> <p>GR was terminated for time limits June 30, 2004. The individual was not in treatment at the time GR eligibility expired. In August 2004, he wants to enter treatment on his own. He will need to seek treatment programs funded by sources, other than DPSS, as he does not qualify for MSARP because</p>

	he was not on GR at the time he request treatment.
GR 40-120.34 – Extending Treatment	<p><u>Can MSARP treatment be extended?</u></p> <p>Yes, MSARP treatment can be extended one time only for three months (beyond the six month limit) if there is <u>clinical justification</u> for continuing treatment, even if the participant is no longer on GR.</p>
GR 40-120.35 – Processing Extensions	<p><u>How are requests for treatment extensions processed?</u></p> <p>Requests for treatment extensions are generated by treatment providers to the DHS’ Alcohol and Drug Program staff who determines if the request is justified.</p> <ul style="list-style-type: none"> • <u>If the request is justified</u>, a recommendation for approval will be sent to DPSS’ Case Manager/Liaison for final approval/denial. Generally, if DHS recommends approval of the extension, DPSS’ Case Manager/Liaison can approve the request. <p>However, the request must be clinically based. If, for example, the extension is solely because an individual is under age 20 or has literacy problems, the request must be denied as this is not a clinical reason for continuing treatment. This should be the only reason for not approving an extension.</p> <ul style="list-style-type: none"> • <u>If DHS determines that an extension is not justified</u>, the request will not be forwarded to DPSS for action.
GR 40-120.36 – ABP 1171	<p><u>What form is used for treatment extensions?</u></p> <p>The ABP 1171, Substance Abuse Recovery Program Treatment Provider Report of Changes and Request for Extended Treatment General Relief Program Services, (an out of drawer form) is used by providers to request an extension of treatment services.</p>
GR 40-120.37 – Processing ABP 1171	<p><u>What needs to be done when the request is received?</u></p> <p>When the ABP 1171 is received, the Case Manager/Liaison is responsible for:</p>

	<ul style="list-style-type: none"> • Ensuring the DHS' Contract Program Auditor has signed the Request for Extended Treatment General Relief Program Services approving the extension. • Evaluating the request to ensure that the extension is clinically based and that there has been no more than one extension prior to this one. • Checking LEADER to determine the individual's GR eligibility and employability status and if employable, remaining time on aid. • Approving the request for unemployable individuals by completing Section IV of the ABP 1171 and faxing a copy of the ABP 1171 back to the Assessment Center within two workdays of receipt of the request. • Approving the request for employable individuals if there is clinical justification and the individual was GR eligible or terminated for time limits and in treatment at the time of termination, completing Section IV of the ABP 1171 and faxing a copy of the ABP 1171 to the Assessment Center within two workdays of receipt of the request. <p style="text-align: center;">NOTE: If the case is open, the Assessment Center updates LEADER to reflect the extension. If the case is closed, LEADER cannot be updated. The last update expiration date will continue to be reflected.</p> <ul style="list-style-type: none"> • Denying the request, completing Section IV of the ABP 1171 with the denial reason, and faxing a copy of the ABP 1171 to the Assessment Center within two workdays of receipt of the request. • Maintaining a participant file with a copy of the ABP 1171 and the extension request. • Making a copy of each form (for approval cases) and forwarding to the appropriate eligibility unit for filing in the case record.
<p>GR 40-120.38 – Referral to MSARP After</p>	<p><u>Can individuals previously pre-screened as negative but subsequently identified with a</u></p>

<p>Previous Negative Pre-Screening</p>	<p><u>potential alcohol/drug problem be referred to MSARP?</u></p> <p>Yes, individuals, previously pre-screened as negative may be referred to MSARP because of a potential alcohol/drug problem. When either the GROW Case Manager/Liaison or Eligibility staff identifies that a referral to MSARP may be needed, the EW completes the Data Collection subsystem, Drug Abuse Pre-Screening Interview Summary screen.</p> <ul style="list-style-type: none"> • When the results are negative, no further action is required. • When the results are positive, an appointment for assessment must be scheduled in Schedule Appointments subsystem, Schedule GR Sub-Assessment Appointment screen. <p>NOTE: In addition, if the individual relapses after nine months of consecutive treatment, the individual is allowed to re-enter a treatment program. An assessment appointment is initiated on the Schedule GR Sub-Assessment Appointment screen.</p>
<p>GR 40-121 – Time Limits</p>	
<p>GR 40-121.1 – Definition</p>	<p><u>What are the GR time limits?</u></p> <p>Employable individuals are time limited to six months plus an additional three months (for continued GROW participation) in any 12 month period (a maximum of 277 days). All individuals must have time limits explained to them as part of the application process, annual agreement or at any time an explanation is requested.</p> <p>NOTE: Time limits apply only to GR benefits, not to Food Stamps.</p> <p>The employability status of individuals is tracked on LEADER. When the status changes from employable to another status and back to employable again, the tracking of employable time is automatically resumed effective the date of the change.</p>

	<p>Prior to the 277th day, aid is automatically terminated by LEADER effective the last day of eligibility and an automated NOA is sent. LEADER also calculates the individual's future eligible date.</p>
<p>GR 40-121.2 – Time Limit Information on LEADER</p>	<p><u>When an individual reapplies for GR, how does the worker know the remaining number of days the individual has?</u></p> <p>The following may be found in <i>Authorization & Wrap-up</i> subsystem, GR Non Financial Eligibility screen on LEADER:</p> <ul style="list-style-type: none"> • The number of eligible days as an Employable individual may have remaining, • The number of times an individual has been on aid as an E, and • The number of days aided as an Employable for each time.
<p>GR 40-121.3 – Effective Date of Termination</p>	<p><u>When the 277 days are up, is the case terminated at the end of the month?</u></p> <p>No, for time limited cases only, cases can be terminated on the day of the month the individual becomes ineligible and benefits can be prorated for the last month of eligibility.</p> <p>The exemption period for employable individuals on a temporary exemption (up to 30 days) is not counted as part of the 277 day limit.</p>
<p>GR 40-121.4 – Extended Suspend</p>	<p><u>Does the extended suspend period apply to individuals terminated for time limits?</u></p> <p>No, although individuals terminated for time limits have the right to a pre-termination hearing, there is not an extended suspend period. The purpose of extended suspend is to allow individuals additional time and the opportunity to resolve non-compliance issues. Under time limits, there is no issue of non-compliance to be resolved.</p> <p>NOTE: Pre-termination hearings and the extended suspend period for all other terminations remain unchanged.</p>
<p>GR 40-121.5 – Hearings for Time Limit Termination</p>	<p><u>When are pre-termination hearings scheduled for individuals terminated for time limits?</u></p>

	<p>Most pre-termination hearings are scheduled for the last day of eligibility to GR, or the last workday prior to case termination. The exception is when individuals have less than ten days of eligibility, in which case the hearing is scheduled ten days from the date aid is approved or change action takes place.</p> <ul style="list-style-type: none"> • LEADER automatically schedules hearings. • The ABP 1198, GR Time Limits Action Required, (an out of drawer form) is used by the Hearing Officer to advise the Worker of any action required as the result of the hearing.
<p>GR 40-121.6 – Declaration of Unemployability</p>	<p><u>What happens when a time limited individual declares he/she is not employable?</u></p> <p>Individuals who declare they are not employable are referred for an employability screening, mental health evaluation or evaluation for Administratively Unemployable status, as appropriate.</p> <p>If found to be Unemployable, NSA or Administratively Unemployable, GR is approved effective the date following the date of time limits termination.</p>
<p>GR 40-121.7 – Couple Case</p>	<p><u>When one individual in a couple case reaches his/her time limit, is the entire case terminated?</u></p> <p>No, for couple cases, once the first adult reaches the maximum number of eligible days, that person is automatically removed from the case. Once the second adult reaches his/her time limit, the case is terminated.</p>
<p>GR 40-121.8 – Time Limits Expire During Extended Suspend</p>	<p><u>What happens when time limits expire during the extended suspend period?</u></p> <p>There may be situations where GR is terminated for non-compliance and the individual complies during the extended suspend period, but the case is time limited during extended suspend. In these cases:</p> <p>The individual is eligible to a prorated grant up to the 277th day of employable eligibility. If the non-compliance issue is not resolved, the individual will receive no benefits and GR is terminated for the non-compliance reason.</p>

	<p>The termination is rescinded effective the first of the month and terminated the date the employable eligibility ends.</p> <p>The ABP 1198 is used by the Hearing Officer to advise the Worker that GR should be re-approved.</p> <p>A NOA is not required because the individual was already advised of termination due to time limits.</p> <p><u>EXAMPLE:</u></p> <p>An individual's aid is terminated August 31, for failure to provide a QR 7. The individual has until the third Thursday in September (9/16) to submit the QR 7. The individual appears on September 13 and completes the QR 7; however, his time limits expire September 10. Because he resolved the non-compliance issue, he is eligible for the grant amount for September 1 through September 10 and his case is terminated effective September 10.</p>
<p>GR 40-121.9 – Reapplication</p>	<p><u>What should be done when an employable individual reapplies for GR before the next eligible date?</u></p> <p>When an employable individual reapplies prior to his/her next eligible date, he/she is advised that he/she is ineligible and advised when he/she may reapply. The application is withdrawn.</p> <p>For individuals applying for Food Stamps, the Food Stamp application should continue to be processed following current procedures.</p>
<p>GR 40-121.10 – Reapplication With Declaration of Unemployability</p>	<p><u>What should be done when an individual has been terminated for time limits and reapplies before the next eligibility date and claims to be unemployable?</u></p> <p>Application are processed in these cases, however:</p> <ul style="list-style-type: none"> • No cash benefits are issued until the individual is verified unemployable. Emergent needs are to be met through vouchers and/or Food Stamps. • The individual is referred to the contracted medical provider for an employability screening and is pre-screened for substance abuse.

	<ul style="list-style-type: none"> • If the individual is reapplying for GR and, as a Food Stamp recipient is unemployable for Food Stamp purposes, a referral for employability screening must still be made. • The individual is scheduled for a return appointment within one week. If the employability screening will not be completed within one week, the return appointment is scheduled for the day following the screening appointment. • If the individual is found to be unemployable, aid is approved, if otherwise eligible. • If the individual is found to be employable and the contracted medical provider inputs this information to LEADER, GR is automatically denied by LEADER. The Food Stamp application is processed following current procedures. • If the individual is found to be employable and appeals the determination, the current appeals process is followed. To allow time for the review, the individual is scheduled to return in 12 days. For the homeless, vouchers can be issued until the return appointment. • When found employable after the hearing, GR is automatically denied by LEADER. • When found unemployable after the hearing, GR is approved, if otherwise eligible.
<p>GR 40-121.11 – Time Limits While in B&C</p>	<p><u>Are residents in B&C facilities subject to time limits?</u></p> <p>Yes. Residing in a B&C facility does not change an individual’s eligibility under time limits. If determined employable, GR is time-limited whether or not the individual resides in a B&C facility.</p> <ul style="list-style-type: none"> • Employable individuals who reapply before they are eligible as a GRE indicating they reside in a B&C facility, are denied GR. <p>The application for Food Stamps continues to be processed.</p>

	<ul style="list-style-type: none"> • Unemployable individuals who reapply before they are eligible indicating they are unemployable are referred for employability screening or mental health evaluation whichever is applicable. <p>NOTE: All individuals in B&C facilities must be designated as either employable or unemployable. As of November 11, 1997, they are no longer automatically AU.</p>
<p>GR 40-121.12 – Reapplication – NSA</p>	<p><u>What should be done when an individual has been terminated for time limits and reapplies before the next eligibility date and declares to be NSA?</u></p> <p>Application shall be processed as follows:</p> <ul style="list-style-type: none"> • No cash benefits are issued until the individual is determined to be NSA. Emergent needs are met through vouchers and/or Food Stamps until the NSA evaluation is completed. • If the DMH/APS Worker determines the individual is NSA, GR is approved, or otherwise eligible. If the individual is employable, the application will be automatically denied by LEADER. The Food Stamp application will be processed following current procedures.
<p>GR 40-121.13 – 365-day Time Limit Period</p>	<p><u>When does the 365-day time limit period begin?</u></p> <p>The 365-day time limit period begins the day of the GROW Orientation/appraisal appointment or the day of approval, whichever comes first. Individuals who are on and off aid frequently could reach the end of their 365-day period without have used all of their 277 days of eligibility. When this happens, the next 365-day period automatically begins and the individual will continue to be aided without a break in aid from one period to the next.</p> <p><u>EXAMPLE:</u></p> <p>An individual is first approved February 1, 2003; his 365-day time limit period will be February 1, 2003 through January 31, 2004. During this time, he is eligible to 277 days of aid. The individual is terminated for no CW 7 March 31, 2003. Thus far,</p>

	<p>he has used only two months of his five months of eligibility as an employable. He does not reapply for aid again until December 31, 2003. His 365-day time limit period expires January 31, 2004. However, the new time period will be reset and begin counting the next 277 days through January 31, 2005.</p>
<p>GR 40-121.14 – Overpayment</p>	<p><u>What happens when an overpayment occurs as the result of the employability status changing to employable and the individual is time-limited off aid in the same month?</u></p> <p>LEADER tracks the number of days an employable individual is eligible and will terminate aid when that time limit is reached. However, when an individual’s classification changes from Unemployable, NSA or Administratively Unemployable to employable (after the grant is issued for the month) and eligibility as an employable individual expires during that same month, the individual is not entitled to the entire month’s benefits. In this case, LEADER calculates an overpayment.</p> <p><u>EXAMPLE:</u></p> <p>An individual is unemployable on September 1, 2003 and received \$221 for the month. On September 10, 2003, the employability status changed to employable and there is only five days of eligibility as an Employable remaining. At the end of the five days, aid is automatically terminated effective September 15, 2003. LEADER calculates the overpayment for the period September 16, 2003 through September 30, 2003.</p>
<p>GR 40-121.15 – Denial/Termination Automated</p>	<p><u>Is denial/termination automated on LEADER?</u></p> <p>Yes, LEADER automatically denies/terminates aid for time limits; however, Food Stamps eligibility must be determined separately.</p>
<p>GR 40-121-16 Overpayment for Time Limited Individuals</p>	<p><u>What should be done when an individual has been terminated for time limits and a overpayment that results in a period of ineligibility is discovered before the next eligibility date?</u></p> <p>The overpayment and time-limits will run concurrently.</p>

GR 41-100 NEEDS SPECIAL ASSISTANCE (NSA)

Table of Contents

GR 41-101 - What is NSA

- GR 41-101.1 Definition
- GR 41-101.2 Identifying NSA
- GR 41-101.3 Responsible Persons
- GR 41-101.4 Department of Mental Health (DMH)

GR 41-102 - Identifying Mental Disabilities

- GR 41-102.1 Observation
- GR 41-102.2 Informational Indicators

GR 41-103 - NSA Case Identification

- GR 41-103.1 Case Folder
- GR 41-103.2 Identification on LEADER
- GR 41-103.3 Needs Help Reading and Writing
- GR 41-103.4 Use of Affidavits with NSA Applicant/Participants
- GR 41-103.5 Specialized NSA Files
- GR 41-103.6 NSA Case in a Regular File
- GR 41-103.7 ABP 597
- GR 41-103.8 NSA with Pending SSI Application

GR 41-104 - Referrals for NSA Evaluation

- GR 41-104.1 Requesting an NSA Evaluation
- GR 41-104.2 Referral Process ABP 2012
- GR 41-104.3 DMH/APS Not in Office
- GR 41-104.4 Co-Located DMH/APS
- GR 41-104.5 NSA Evaluations From Other Sources
- GR 41-104.6 NSA Not Eligible To GR

GR 41-105 - Deferred Requirements

- GR 41-105.1 Are There Deferrals?
- GR 41-105.2 Temporarily Deferred Requirements
- GR 41-105.3 DMH/APS Help With Deferred Requirements
- GR 41-105.4 Exemption - QR 7

GR 41-106 - Expediting Intake for NSA Cases

- GR 41-106.1 When to Expedite
- GR 41-106.2 Receptionist Responsibilities
- GR 41-106.3 Screeners/Intake Worker Responsibilities
- GR 41-106.4 Responsibilities of Specialized NSA Workers

GR 41-106.5 Cashier Responsibility

GR 41-107 - Approved NSA cases

GR 41-107.1 How NSAs Are Assisted

GR 41-107.2 Refer Approved Case for an NSA Evaluation

GR 41-108 - Denial/Termination of NSA Cases

GR 41-108.1 Process

GR 41-108.2 Verification

GR 41-109 - Management Responsibilities

GR 41-109.1 Meetings with DMH/APS

GR 41-109.2 NSA Training

GR 41-110 - District Designation of NSA

GR 41-110.1 When District Designation is Appropriate

GR 41-110.2 District Designation Process

GR 41-110.3 Case Action for District Designated NSA

GR 41-111 - Confidentiality of NSA Records

GR 41-112 - NSA "no show" for SSI Advocacy

GR 41-112.1 Referral to SSI Advocate

GR 41-112.2 Failure to Keep SSI Advocacy Appointment

GR 41-112.3 Second Failure to Keep Appointment

GR 41-112.4 Third Failure to Keep Appointment

GR 41-112.5 Keeps the Appointment

GR 41-100 Needs Special Assistance (NSA)

GR 41-101 – What is NSA	
GR 41-101.1 – Definition	<p><u>What does NSA mean?</u></p> <p>NSA means Needs Special Assistance and is the identification for individuals who need special assistance due to a mental disability.</p>
GR 41-101.2 – Identifying NSA	<p><u>How do individuals become identified as NSA?</u></p> <p>Eligibility staff <u>must refer</u> any individual who appears to be mentally disabled to either Department of Mental Health (DMH) or Adult Protective Services (APS) staff for a mental health evaluation. If it is determined that the individual is mentally disabled, the case is identified as NSA.</p> <p>Refer to GR 41-104.2 for details on the referral process.</p>
GR 41-101.3 – Responsible Persons	<p><u>Who is responsible for identifying individuals who appear to be NSA?</u></p> <p>All public contact staff are responsible for identifying individuals who appear to be NSA as quickly as possible.</p> <p>Security Officers, Receptionists, Information Workers, Screeners and Workers are to be on the alert to identify potentially NSA individuals.</p>
GR 41-101.4 – Department of Mental Health (DMH)	<p><u>Is there training to help identify an individual as potentially NSA?</u></p> <p>Yes, DMH professional staff provide training for all GR public contact staff on an ongoing basis. This training provides guidelines for identifying individuals who may be mentally disabled for the purpose of referring them for a mental health evaluation, as well as to provide them expedited assistance throughout the GR process.</p>
GR 41-102 – Identifying Mental Disabilities	
GR 41-102.1 – Observation	<p><u>What are some things to look for in identifying individuals that may be NSA?</u></p>

	<p>Following are guidelines to help identify individuals that may be NSA.</p> <p>Some observable indicators are:</p> <ul style="list-style-type: none"> • appears very confused, frustrated or disturbed, • dresses inappropriately for the weather or strangely attired; • appears to be talking to themselves or making bizarre statements; • displays inappropriate moods, such as crying uncontrollably; • provides inappropriate answers to questions; • appears physically agitated or cannot sit still; • is very anxious or very depressed; • is guarded or suspicious; • exhibits signs of cuts or burns; • has extremely poor hygiene; • exhibits a hostile demeanor without cause or provocation; or • appears to hear or see something that is not there.
<p>GR 41-102.2 – Informational Indicators</p>	<p><u>Are there any other indicators for identifying potential NSA individuals?</u></p> <p>In addition to the observable characteristics, an individual may provide information during the course of a conversation with staff that indicates some mental disability, such as:</p> <ul style="list-style-type: none"> • Has taken or is taking psychiatric medication, such as Prozac, Seroquel, Paxil, Abilify, Lexapro, Geodon, etc. • Has been hospitalized in the past 12 months in a psychiatric facility or other facility for psychiatric treatment. • Attempted suicide in the past or is talking about

	<p>committing suicide.</p> <ul style="list-style-type: none"> • Danger to or has a history of hurting self (e.g., signs of cuts or burns), or other people, or destroying property. • Has undergone mental health treatment in last five years.
<p>GR 41-103 – NSA Case Identification</p>	<p><u>Is there a form to help EWs decide whether a participant should be referred for a mental health assessment with Department of Mental Health (DMH) staff?</u></p> <p>Yes, the ABP 4029, Mental Health Screening Form, leads the EW through a series of questions and assigns a point value for each question. Participants who score seven or more are referred for an assessment by DMH staff.</p> <ul style="list-style-type: none"> • The EW asks the questions on the form and records the participant’s answer by entering a zero for “no” or the point value using the number (1, 3, 4, or 7 points) indicated by the “yes.” Then the total number of points is entered on line 11. • A score of seven or more triggers a referral to DMH. Remember to attach this form to the PA 2012. • Scores less than seven points are generally not referred to DMH. • However, a participant who requests a referral can be referred, even if s/he scores less than seven points. <p>The EW may also refer participants who score less than seven points due to observable characteristics or another reason. The reason for the referral is written on the lines provided just below line 11 on the form.</p>
<p>GR 41-103.1 – Case Folder</p>	<p><u>How is a case folder identified for NSA individuals?</u></p> <p>To ensure that mentally disabled individuals are easily recognized in order to receive the special assistance they require, the following measures are taken IMMEDIATELY upon identification as potentially mentally disabled:</p>

	<ul style="list-style-type: none"> • The active case segments of the case record are kept in a blue folder. • A blue/white label is placed on the front of the blue folder with the mentally disabled individual's name and the letters "NSA". • The top front of forms processed by public contact staff are annotated with NSA.
<p>GR 41-103.2 – Identification on LEADER</p>	<p><u>How are NSA individuals identified on LEADER?</u></p> <p>NSA individuals are identified on LEADER with the employability status of NSA. The employability status is changed as soon as the determination is made that the individual is NSA.</p> <p>If it is later determined that the individual is <u>not</u> NSA, the employability status is changed to the appropriate code and any needed case action is taken.</p> <p>Refer to NSA for LEADER procedures.</p>
<p>GR 41-103.3 – Needs Help Reading and Writing</p>	<p><u>What needs to be done when an individual needs help reading and writing?</u></p> <p>If an individual does not appear to be mentally disabled, but needs help in completing forms because they have difficulty in reading and writing:</p> <ul style="list-style-type: none"> • The individual is assisted in reading and completing the forms. • These individuals are processed through normal procedures without priority handling. • The front of the Documentation/Activity folder is annotated "Needs Help Reading and Writing" (color-coded folders are not used for these cases). • The front of forms are annotate in red "Needs Help Reading and Writing."
<p>GR 41-103.4 – Use of Affidavits with NSA Applicant/Participants</p>	<p><u>Can affidavits be used with NSA cases?</u></p> <p>Yes, NSA applicants/participants may sign affidavits, but like all participants, must never be forced to sign them. Affidavits are helpful for good cause determinations and to document information when original documents cannot be obtained.</p>

	<p>Workers must exercise judgment to determine if the NSA applicant/participant has the mental capacity to understand the affidavit and the situation requiring the use of the affidavit. If there is uncertainty regarding the NSA applicant's/participant's capacity to understand and complete the affidavit, the co-located DMH/APS Screener or the Deputy District Director should be consulted in making the determination of the NSA applicant's/participant's mental capacity.</p> <p>If it is determined that the NSA applicant/participant appears to be unable to complete the affidavit, the EW must determine, based on GR Policy 41-105, if the GR eligibility requirement for which the affidavit was being sought may be deferred.</p>
<p>GR 41-103.5 – Specialized NSA Files</p>	<p><u>Are NSA cases assigned to Specialized Workers?</u></p> <p>Yes, NSA cases are specialized in at least one intake and one approved file. Additional files are also designated, as needed, to ensure backup coverage and to accommodate NSA caseloads.</p> <p>The District Director (DD) assigns Workers who have an interest in, and are sensitive to, mentally disabled GR individuals to the specialized NSA files. Recommendations for Workers may be solicited from the co-located DMH/APS staff.</p>
<p>GR 41-103.6 – NSA Case in a Regular File</p>	<p><u>An individual, in a regular intake or approved file is identified as potentially NSA, what needs to be done?</u></p> <ul style="list-style-type: none"> • Individuals in a regular intake or approved file who are identified as potentially NSA, are referred to the DMH/APS staff for a mental health evaluation. • If the individual is determined by DMH/APS staff or the Deputy District Director (DDD) to NSA, the case is immediately transferred to a designated NSA intake or approved file.
<p>GR 41-103.7 – ABP 597</p>	<p><u>What is the ABP 597 used for?</u></p> <ul style="list-style-type: none"> • The out of drawer ABP 597, Determination of Needs Special Assistance or Administratively Unemployable Status, is completed whenever an individual's employability status changes to NSA.

	<ul style="list-style-type: none"> • A current ABP 597, signed by the DDD (as appropriate) must be on file at all times to document the individual's NSA status.
GR 41-103.8 – NSA with Pending SSI Application	<p><u>Does the NSA Worker track NSA cases with pending SSI applications?</u></p> <p>No, NSA cases with pending SSI/SSP applications are tracked by district advocate staff.</p> <p>For SSI regulations, see the DPSS intranet.</p>
GR 41-104 – Referral For NSA Evaluation	
GR 41-104.1 – Requesting an NSA Evaluation	<p><u>When are NSA evaluations requested?</u></p> <p>An NSA evaluation is requested:</p> <ul style="list-style-type: none"> • Based on observable or informational indicators, described in section GR 41-102 above. • When the GROW Case Manager requests an evaluation using the out of drawer ABP 296, “GROW – Notification of Change,” <u>or</u> • When the contracted medical provider requests an evaluation using the out of drawer ABP 1624, Contracted Medical Provider Referral for Services.
GR 41-104.2 – Referral Process ABP 2012	<p><u>How is an individual referred for an NSA evaluation?</u></p> <p>The PA 2012, Referral for Mental Health Services, is used to refer individuals to the collocated mental health and the Adult Protective Services staff, as well as the District Social Workers for an NSA evaluation.</p> <p>Verification: The ABP 2012 is used by collocated DMH/ Adult Protective Services staff to verify the results of the evaluation.</p> <p>Action: EWs are to attach a copy of the completed ABP 4029, Mental Health Screening Form and the GRR 3, Authorization For Use And Disclosure of Protected Medical and Mental Health Information to the PA 2012, when referring individuals to the collocated mental health staff for an NSA</p>

	evaluation.
GR 41-104.3 – DMH/APS Not in Office	<p><u>What needs to be done when an NSA referral is needed but the co-located DMH/APS staff aren't in the office?</u></p> <ul style="list-style-type: none"> • When the DMH/APS Worker is unavailable to see the individual, a return appointment is made and the employability status is changed to employable with a one month exemption. • The FAC is set for 20 days to obtain the results of the NSA evaluation and to change the employability status. <p>Refer to Future Action Controls – User Initiated – Create for LEADER procedures.</p>
GR 41-104.4 – Co-Located DMH/APS	<p><u>What function does the co-located DMH/APS Staff perform?</u></p> <p>The responsibilities of the co-located DMH/APS staff include the following activities:</p> <ul style="list-style-type: none"> • Evaluating individuals who exhibit characteristics of mental illness to determine if they appear to be mentally disabled and if they are potentially eligible for SSI/SSP, mental health service, and/or referral for other available services. • Evaluating individuals who appear to be developmentally disabled and, if appropriate, referring them to the Regional Center for assistance. • Gathering information from appropriate DPSS staff to include in the evaluation process. • Assisting the mentally disabled through the GR process when they are too disturbed to be assisted by eligibility staff. • Assisting mentally disabled in completing deferred GR eligibility requirements. • For the DMH/APS co-located staff responsibilities in the SSI process, refer to SSI instructions on the intranet. • Making an appointment for the individual to see the psychiatrist at the Mental Health Center.

	<ul style="list-style-type: none"> • Linking to appropriate Housing Supportive Services. • Completing the out of drawer PA 759, General Notice – NSA Denial and Termination Notice, when requested by eligibility staff. • Completing the ABP 2012 to report the results of the referral to GR eligibility staff. • Assisting the mentally disabled in getting transportation to the Mental Health Center, SSA and/or other places if the individual has no means to get there. • Assist DPSS staff in determining if the NSA applicants/participants appear to have the capacity to understand, complete, and sign affidavits when required.
GR 41-104.5 – NSA Evaluations From Other Sources	<p><u>Can other DMH/APS offices be used to help with NSA individuals?</u></p> <p>Yes, in emergency situations, when co-located DMH/APS staff are unavailable, the local mental health facility or other agency/person normally used by district staff may be utilized.</p>
GR 41-104.6 – NSA Not Eligible to GR	<p><u>When an individual who appears to be NSA is not eligible to GR, are there any referrals that can be made?</u></p> <p>Yes, ineligible individuals who appear to be NSA are referred to co-located DMH/APS staff (using an ABP 2012) when they have emergency needs and request the assistance of a Social Worker.</p> <p>Refer to GR 41-108 regarding the denial/termination of individuals who are mentally disabled.</p>
GR 41-105 – Deferred Requirements	
GR 41-105.1 – Are There Deferrals?	<p><u>Are any of the GR requirements deferred for NSA individuals?</u></p> <p>Yes. Some mentally disabled persons may be able to complete the GR eligibility requirements if given clear explanations/directions and sufficient time to comply. However, in the event an individual appears to be unable to comply with or complete</p>

	<p>the requirements, <u>some eligibility requirements may be temporarily deferred.</u></p>
<p>GR 41-105.2 – Temporarily Deferred Requirements</p>	<p><u>What requirements are temporarily deferred?</u></p> <p>The following requirements may be deferred until co-located DMH/APS staff or another designated person has assisted the individual in completing them:</p> <ul style="list-style-type: none"> • Providing permanent identification. <p>NOTE: NSA individuals are <u>not</u> exempt from the SFIS fingerprint process.</p> <p>Refer to GR 40-112.4 for details.</p> <ul style="list-style-type: none"> • Applying for other benefits or resources that may be potentially available such as CalWORKs, Veterans Benefits, Social Security Benefits, Disability Insurance Benefits (DIB). • Providing or applying for a Social Security Number. • Providing documents or information to verify the value of real/personal property. • Providing the names/addresses of legally responsible relatives. • Completing an annual agreement. • Providing verification about a new benefit/resource. • If an NSA appears to be unable to comply with an eligibility requirement that is not specified above, the GR DDD calls GR Program staff to request deferral. <p>NOTE: In some situations, because of the severity of the individual's mental disability, an extended period of time may be required for DMH/APS staff to encourage compliance with a requirement. There is <u>no</u> limit on the period of time required to get the mentally disabled to comply with a requirement even after DMH/APS involvement. During this period, the</p>

	requirement remains deferred.
GR 41-105.3 – DMH/APS Help With Deferred Requirements	<p><u>Can the co-located DMH/APS staff help an NSA individual with the deferred requirements?</u></p> <p>Yes, the ABP 2012 is used to ask the co-located DMH/APS staff to help an NSA individual with the deferred requirement described in Section 2 of the ABP 2012.</p>
GR 41-105.4 – Exemption – QR 7	<p><u>Are NSA individuals exempt from completing the Quarterly Reporting Requirement (QR 7)?</u></p> <p>Yes, individuals that are NSA are exempted from GR quarterly reporting. This exemption is automated by LEADER.</p> <p>NOTE: Completion of the QR 7 for Food Stamp purposes is a State requirement and may not be waived unless the Food Stamp participant is homeless, 60 years of age or older or an NSA with no earnings. Food Stamp regulations require that mentally or physically disabled participants are provided with assistance when completing Food Stamp forms.</p>
Verification	Verification: Deferred requirements are annotated in the Case Comments section.
GR 41-106 – Expediting Intake for NSA Cases	
GR 41-106.1 – When to Expedite	<p><u>Are NSA individuals expedited?</u></p> <p>Yes, individuals who appear to be mentally disabled are assisted through the application process <u>on a priority basis</u>. When identified, the mentally disabled individual is seen by the appropriate Worker and provided services <u>before</u> others who may be waiting to see that same Worker.</p> <p>When apparently mentally disabled persons are observed in the reception area, the Security Officer or Receptionist alerts the Customer Service Representative or Reception Supervisor to ensure they are seen by the appropriate Worker and receive priority handling.</p>
GR 41-106.2 – Receptionist	<u>What is required of the district receptionist(s)?</u>

<p>Responsibilities</p>	<p>Following are responsibilities of the district receptionist(s):</p> <ul style="list-style-type: none"> • Ask all individuals if they need help with reading, writing or completing forms. • Do not give application forms to an individual who needs help completing them (if this is known beforehand) <u>or</u> to anyone who appears to be mentally disabled. • Annotate the upper right corner of intake materials “NSA” in red, when the individual needs help with reading and/or writing <u>or</u> appears to be mentally disabled. • Advise individuals who are determined to need special assistance that a Worker will provide help with the forms. • Inform individuals who are determined <u>not</u> to need special assistance that a Worker will help them complete any items on the forms that they do not understand or cannot complete.
<p>GR 41-106.3 – Screeners/Intake Worker Responsibilities</p>	<p><u>How are individuals who are potentially mentally disabled assisted with the intake process?</u></p> <ul style="list-style-type: none"> • Individuals who need help with reading/writing <u>or</u> those who appear mentally disabled are given a careful explanation of the application process. All application forms are read to them and completed for them up to the point of obtaining their signature. • Individuals who appear to be mentally disabled and eligible to GR are assigned to and see by an intake Worker, <u>on a priority basis</u>. If the individual is too disturbed to work with eligibility staff or requires urgent mental health services, the individual is referred immediately to co-located DMH/APS staff. <p>Refer to GR 41-102 for instructions for identifying NSA cases.</p> <p>Refer to GR 41-105 for deferred eligibility requirements.</p> <ul style="list-style-type: none"> • Intake forms for individuals who do not appear to be mentally disabled, but only need help with

	<p>reading/writing, are identified (in red) with “Needs Help Reading/Writing.” Individuals who appear eligible to GR, are referred to the next step in the application process in a routine manner <u>without priority handling</u>.</p> <ul style="list-style-type: none"> • Individuals who appear to be mentally disabled are interviewed immediately, before other individuals waiting in the office. • Homeless individuals who appear to be mentally disabled and eligible to GR are issued emergency aid, as needed, <u>on a priority basis</u>. Individuals who appear unable to function independently in a vendor hotel are referred to co-located DMH/APS staff for assistance and possible board and care placement. • Individuals who appear to be mentally disabled are referred, using a LEADER generated ABP 2012, to co-located DMH/APS staff for mental health services and assistance with GR eligibility requirements, including those requirements that are deferred at the time of case approval. • Cases for individuals determined to be NSA by DMH/APS or the DDD are transferred <u>immediately</u> to the designated NSA EW. • Written instructions to vendor motel/hotels are provided to individuals who are mentally disabled, need assistance with reading or are in wheelchairs using the out of drawer PA 211, Directions to Vendor Hotel/Motel.
<p>GR 41-106.4 – Responsibilities of Specialized NSA Workers</p>	<p><u>What are the responsibilities of the specialized NSA Worker?</u></p> <p>In addition to regular duties, specialized NSA EWs:</p> <ul style="list-style-type: none"> • Work closely with DMH/APS staff to provide expedited service to the NSA individual. • Consult with the DMH/APS staff before approving, denying or terminating an NSA individual. Consultation with the DMH/APS staff prior to approval is necessary because the DMH/APS staff may require the entire 30 day processing period to stabilize the individual. <p>NOTE: Negative actions on NSA cases require</p>

	<p>the GR DDD's approval. See GR 41-108 below for complete instructions for denying/terminating ineligible NSA individuals.</p>
<p>GR 41-106.5 – Cashier Responsibility</p>	<p><u>What is required of the District Cashier?</u></p> <p>All district issuances with the NSA annotation are processed on a priority basis.</p>
<p>GR 41-107 – Approved NSA cases</p>	
<p>GR 41-107.1 – How NSAs Are Assisted</p>	<p><u>How are approved NSA individuals assisted?</u></p> <p>When apparently mentally disabled persons are observed in the reception area, the Security Officer or Receptionist alerts the Customer Service Representative or Reception Supervisor to ensure they are seen by the appropriate Worker and receive priority handling.</p>
<p>GR 41-107.2 – Refer Approved Case for an NSA Evaluation</p>	<p><u>An individual who is not currently identified as NSA appears to be NSA, what needs to be done?</u></p> <p>When an individual who is not currently identified as NSA appears to be potentially mentally disabled, the following actions are taken:</p> <ul style="list-style-type: none"> • Refer the individual IMMEDIATELY, using an ABP 2012, to co-located DMH/APS staff. <p>Refer to GR – Needs Special Assistance for LEADER procedures.</p> <ul style="list-style-type: none"> • Flag the case with all the required NSA identifiers. • If the ABP 2012 identifies the individual as NSA and the information is entered onto LEADER, the employability status is automatically changed to NSA. • When the DMH/APS Worker is unavailable on the day of the referral, change the individual's employability status to employable with a 30 day exemption. • Individuals who appear to be NSA, have been referred to DMH/APS staff, but have not been determined to either be or not to be NSA by the

	<p>DMH/APS staff, <u>receive expedited services, assistance and extra time when completing ongoing eligibility requirements, including those necessary to redetermine eligibility.</u></p> <ul style="list-style-type: none"> • When the individual is determined to be mentally disabled by DMH/APS staff or the DDD, the case is <u>IMMEDIATELY</u> transferred to a designated NSA approved file. • When the individual is determined <u>not</u> to be mentally disabled: <ul style="list-style-type: none"> ➤ The employability status is changed to the appropriate status. ➤ All NSA case identifiers are removed from the case record. ➤ The reason for the change is entered in the Case Comments. ➤ The case is then processed according to the individual's employability status.
<p>GR 41-108 – Denial/Termination of NSA Cases</p>	<p><u>Can NSA cases be denied/terminated?</u></p> <p>Yes, NSA cases can be denied/terminated; however, the out of drawer PA 759, General Relief NSA Denial and Termination, is used to notify co-located DMH/APS staff of a <u>potential</u> denial or termination action on an NSA case <u>prior to denial/termination.</u></p>
<p>GR 41-108.1 – Process</p>	<p><u>What is the process for denial/termination of an NSA case?</u></p> <p>There are three steps:</p> <p><u>Step 1 – Consultation with DMH/APS Staff</u></p> <ul style="list-style-type: none"> • Before denying or terminating an NSA for any reason, DMH/APS staff are consulted to determine if there is any information regarding the case that will preclude the case from being denied or terminated (e.g., is aware of the NSA individual's whereabouts). The results of the conversation are recorded in the Case Comments section. • If, after conferring with the DMH/APS Worker,

	<p>the NSA remains ineligible, the PA 759 is completed and hand-carried to the DMH/APS Worker.</p> <ul style="list-style-type: none"> • The PA 759 is annotated by DMH/APS and returned to the worker within two workdays. <p><u>Step 2 – Administrative Approval</u></p> <ul style="list-style-type: none"> • Once the PA 759 is returned from the DMH/APS staff, the original PA 759 and needed supporting documentation is submitted to the DDD for confirmation of the proposed action. <p>NOTE: Termination action is only taken when the DDD agrees that the case should be terminated.</p> <p><u>Step 3 – Allowing a Grace Period For Loss of Contact</u></p> <ul style="list-style-type: none"> • A grace period of five workdays is allowed before completing the denial or termination action when the reason for the adverse action is “loss of contact.” • Day one of the five day grace period begins on the first workday following the due date for the requested documents or the appointment date. • The five day grace period does not include the two workdays that DMH/APS staff has to return the completed PA 759.
<p>GR 41-108.2 – Verification</p>	<p>Verification: The PA 759, with the approval of the co-located DMH/APS staff and the DDD is the verification needed to terminate/deny an NSA case.</p>
<p>GR 41-109 – Management Responsibilities</p>	<p><u>Are there special management responsibilities for NSA cases?</u></p> <p>Yes, there are several areas of responsibility:</p>
<p>GR 41-109.1 – Meetings with DMH/APS</p>	<ul style="list-style-type: none"> • Meetings with DMH/APS <p>At least once a month, the DD and DDD are to meet with the DMH/APS Worker and his/her supervisor to discuss the co-location project and to resolve any identified problems. If districts share DMH/APS staff, representatives from each district attend the meetings.</p>

<p>GR 41-109.2 – NSA Training</p>	<ul style="list-style-type: none"> • NSA Training <p>All public contact staff are to receive training provided by DMH Staff who provide guidelines for identifying and assisting apparently mentally disabled individuals. Public contact staff includes all administrative staff, ESs, EWs, Screeners, Customer Service Representative, Receptionist, Cashier, Unit Clerk, Early Fraud Investigators (EFI) and Security Officers.</p> <ul style="list-style-type: none"> ➤ All previously trained staff must be retrained once each year and new staff must be trained within one month of assignment. ➤ Larger districts are to schedule monthly training sessions with DMH staff. ➤ Smaller districts, after all public contact staff have been trained for the year, are required to schedule training only when new GR public contact staff are assigned to their district. ➤ For districts that share a DMH professional, the district administrators of the office where the DMH professional is housed determines which office the training is provided. The location may rotate from office to office each month. The District Training Liaison/Designate is to notify district staff, EFIs and Security Officers of their scheduled training sessions.
<p>GR 41-110 – District Designation of NSA</p>	
<p>GR 41-110.1 – When District Designation is Appropriate</p>	<p><u>When would the District designate an individual NSA?</u></p> <p>After an individual has been determined by DMH/APS staff <u>not</u> to be NSA, district staff may feel the need to change the designation to NSA. The change may be necessitated by:</p> <ul style="list-style-type: none"> • District staff observing a change in the person’s behavior, or

	<ul style="list-style-type: none"> • The advocate’s disagreement with the original evaluation and the disagreement being substantiated by the district. <p>When a district designation is necessary, an ABP 2012 is completed and forwarded t the DD. The DD is responsible for evaluating the documentation, making the appropriate NSA designation, and determining if there is potential eligibility for SSI.</p>
<p>GR 41-110.2 – District Designation Process</p>	<p><u>How is a district designation of NSA completed?</u></p> <p>The following is needed for both initial designation and at re-evaluation:</p> <ul style="list-style-type: none"> • Section 1, 2, and 3 of a new ABP 2012 are completed. • The new ABP 2012 is attached to the previous ABP 2012 completed by DMH/APS staff and both forwarded to the ES. • When the ES has reviewed and signed the new ABP 2012, both ABP 2012s are forwarded to the DDD. • When the DDD has reviewed and signed the new ABP 2012, both ABP 2012s are forwarded to the DD for final determination. • When the DD has evaluated the recommendations, made the final determination, and signed the new ABP 2012, both ABP 2012s are returned to the Worker. For district designated NSAs, the ABP 2012 is not forwarded to DMH/APS staff. • Upon request, the NSA is given the opportunity to discuss concerns with the DDD. The DDD also discusses with the individual the reasons the individual disagrees with the DMH/APS staff evaluation, if necessary. <p>NOTE: In Section 4 “SSI Eligible”, the “No” box should be checked for temporary NSAs; for permanent NSAs, the “Yes” box should be checked. A “Yes” will generate a referral to the SSI advocate for assistance with his/her SSI application.</p>

<p>GR 41-110.3 – Case Action for District Designated NSA</p>	<p><u>What is required once the district designation of NSA is determined?</u></p> <p>When the DD determines that the individual is temporarily or permanently NSA:</p> <ul style="list-style-type: none"> • The employability status is changed to NSA based on the new ABP 2012. • The case is transferred to an NSA file. • District designated NSA cases are handled in the same way that DMH/APS designated NSA cases are handled. • “Temporary NSA” individuals are re-evaluated by DMH/APS staff on the dates indicated in Section 5 of the new ABP 2012.
<p>GR 41-111 – Confidentiality of NSA Records</p>	<p><u>Can information regarding NSA individuals be shared with anyone?</u></p> <p>The information provided to DPSS is confidential. As a general rule, an individual may see or release from their case record information supplied to or received from DPSS. To release DPSS information:</p> <ul style="list-style-type: none"> • The representative must have written authorization signed by the individual within the past year, or • Must be accompanied by the individual who provides verbal authorization. <p>NOTE: The information contained in the ABP 2012 is confidential and <u>is not</u> to be released to individuals.</p>
<p>GR 41-112 – NSA “no show” for SSI Advocacy</p>	
<p>GR 41-112.1 – Referral to SSI Advocate</p>	<p><u>How are NSA individuals identified as potentially SSI eligible referred to the SSI advocate?</u></p> <p>At approval, NSA individuals determined potentially eligible to SSI are walked by district staff to the advocate and their names are added to the SSIAP Initial Interview log.</p>

<p>GR 41-112.2 – Failure to Keep SSI Advocacy Appointment</p>	<p><u>What happens if the NSA individual fails to remain for the appointment?</u></p> <p>A LEADER generated appointment notice is generated for NSA individuals who fail to remain for the appointment.</p>
<p>GR 41-112.3 – Second Failure to Keep Appointment</p>	<p><u>What happens if the NSA individual does not keep the LEADER generated appointment?</u></p> <p>NSA individuals who fail to show for both appointments are sent a LEADER generated appointment to see their Worker.</p>
<p>GR 41-112.4 – Third Failure to Keep Appointment</p>	<p><u>What happens if the NSA individual does not keep the appointment with their EW or refuses to see the SSI advocate?</u></p> <p>When the appointment is not kept with the Worker, a LEADER generated non-compliance action is initiated for whereabouts unknown.</p> <p>If the individual appears during the extended suspend period, see the next question below.</p>
<p>GR 41-112.5 – Keeps the Appointment</p>	<p><u>What happens if the NSA individual keeps the appointment with their EW?</u></p> <p>If the individual keeps the appointment with the Worker and agrees to see the advocate, the NSA individual is escorted to the SSI advocate and the SSIAP log is updated.</p> <p>The SSI Advocacy policy and procedures are found on the intranet.</p>

GR 41-200 ADMINISTRATIVELY UNEMPLOYABLE
Table of Contents

GR 41-201 - What is Administratively Unemployable

GR 41-202 - Criteria

GR 41-203 - Verification

GR 41-200 Administratively Unemployable

GR 41-201 What is Administratively Unemployable	<u>What does administratively unemployable mean?</u> This means there are reasons other than physical or mental incapacity which prevents the individual from finding, accepting or continuing existing employment.
GR 41-202 Criteria	<u>What's the criteria for administratively unemployable?</u> An individual is determined to be administratively unemployable when <u>one or more</u> of the following (a. through m.) criteria are met: a. *Is enrolled/pre-enrolled in a California Department of Rehabilitation (DR) training program and the status is verified by a DR form. Refer to GR 41-413 for details. b. *Provides full time care to an ill/incapacitated family member who resides with the GR participant because no other arrangements can be made and the need is medically documented. c. *Is age 17 years old or younger. d. *Is age 18 and participating in an acceptable course of study, which is expected to be completed prior to the 19 th birthday. The participant's age, enrollment in school full time, and expectation to complete the school program before the participant's 19 th birthday must be verified. <ul style="list-style-type: none">• Full time high school enrollment consists of four (4) or more hours of attendance per day.• Full time vocational/technical school enrollment consists of 3-1/4 hours or more of attendance per day. e. *Provides care to a child within the GR household who is under one (1) year of age. The child may be an ineligible alien. NOTE: For Food Stamp purposes, this individual remains exempt from Food Stamp work requirements until the child

turns six years of age and from Food Stamp ABAWD requirements until the child turns 18.

When both parents are in the home:

- If one parent is employable, the other parent is determined administratively unemployable to care for the child under age one.
- If one parent is unemployable, the parent determined unemployable is to provide care for the child under age one.

If the unemployable parent cannot provide child care due to incapacity, a doctor's statement with the supporting reason and duration date must be provided and recorded in the case comments section.

NOTE: With the change in CalWORKs regulations, sponsored alien families are the only cases in which this may happen.

f. Is pregnant (to be aided on GR during the first five months of pregnancy only).

g. Is 65 years or older. No referral to the contracted medical provider is needed.

h. Is 60-64 years of age and not designated unemployable, NSA or permanently unemployable.

- If the individual states he/she is employable, no referral to the contracted medical provider is needed.
- If the individual states they are physically disabled, a referral to the contracted medical provider is required to ensure potential eligibility to SSI is explored.
- If the individual appears to have a mental health problem, a referral to the co-located DMH/APS Worker for an NSA evaluation is required to ensure potential eligibility to SSI is explored.

NOTE: GR participant reaches age 59 years and 11 months, the employability status is centrally changed to administratively unemployable on LEADER.

i. *Is requesting GR pending receipt of first paycheck. (Employment has been verified and salary makes participant ineligible to ongoing GR.)

Refer to **GR 44-230** for details.

j. Applicant is requesting GR on a LEADER generated, PA 898.15, General Relief Application – Non Resident, to return to his/her legal residence and is awaiting final arrangements for transportation.

Refer to **GR 42-410** for details.

Refer to **Return to Residence** for LEADER procedures.

k. *Is participating in the Mandatory Substance Abuse Recovery Program (MSARP) and **both** of the following conditions exist:

- The parent has a child placed in foster care by court order; **and**
- There is a reunification plan (i.e., plan to reunite the family) which has been verified (by phone or in writing) with the Children's Services Worker of the Department of Children and Family Services.

The Administratively Unemployable status continues until the client completes the substance abuse recovery program.

l. *Is determined administratively unemployable by the District Director/Deputy District Director. The reason for the decision is described on the out of drawer form, ABP 597, Determination of Needs Special Assistance or Administratively Unemployable Status, and the Director's/Deputy's signature and date are required.

m. VAWA (Violence Against Women Act) individuals who have not received their Employment

	Authorization from USCIS (formerly known as the INS).
GR 41-203 Verification	<p><u>What verification is needed for administratively unemployable cases?</u></p> <ul style="list-style-type: none">• The ABP 597, Determination of Needs Special Assistance or Administratively Unemployable Status, is used to determine and verify unemployable status.• In addition, a future action control (FAC) must be set up for the criteria identified above with an asterisk. The control date is set at two weeks prior to the expected administratively unemployable determination ending date. By the due date, the participant's employability status is to be re-evaluated and appropriate case action taken.• A new ABP 597 is completed for continued administratively unemployable determination or for changes from administratively unemployable to NSA.

GR 41-300 UNEMPLOYABLE

Table of Contents

GR 41-301 - Definitions

- GR 41-301.1 Unemployable
- GR 41-301.2 Employability Screening
- GR 41-301.3 Contracted Medical Provider
- GR 41-301.4 Employability Screening Schedules
- GR 41-301.5 Types of "U" cases
- GR 41-301.6 Permanently Unemployable
- GR 41-301.7 Temporarily Unemployable

GR 41-302 - Verification

- GR 41-302.1 Individual Has Medical Information

GR 41-303 - Employability Screening at Intake

- GR 41-303.1 Applicant Can't Work
- GR 41-303.2 Previously Denied/Terminated for not Keeping the Medical Appointment
- GR 41-303.3 Previously Terminated for Time Limits
- GR 41-303.4 Receiving Medi-Cal

GR 41-304 - Medical Date Expires

GR 41-305 - Other Referrals for Employability Screening

- GR 41-305.1 NSA Cases
- GR 41-305.2 GROW Cases

GR 41-306 - Employable Screening Results

GR 41-307 - Appealing the Employable Screening Results

- GR 41-307.1 Results of Employability Screening
- GR 41-307.2 Appeals Process
- GR 41-307.3 Appeal of Previous Termination for Time Limits

GR 41-308 - Industrial Injury or Other Accident Claim in Litigation

GR 41-309 - Referrals for SSI/UIB

- GR 41-309.1 Referral for SSI
- GR 41-309.2 Referral for UIB

GR 41-300 Unemployable

GR 41-301 Definitions			
GR 41-301.1 Unemployable	<p><u>What does unemployable mean?</u></p> <p>An Individual is considered unemployable when there is a diagnosed physical or mental incapacity that prevents finding, accepting or continuing existing employment.</p>		
GR 41-301.2 Employability Screening	<p><u>What is an employability screening?</u></p> <p>Employability screenings are conducted by the contracted medical provider to determine if the individual is able to work. The employability screening appointments are determined by LEADER and the individual is referred to the contract medical provider with the LEADER generated ABP 1676, Employability Screening Appointment – Contracted Provider.</p>		
GR 41-301.3 Contracted Medical Provider	<p><u>What is the contracted medical provider?</u></p> <p>The contracted medical provider(s) are agency(s) that DPSS has contracted to provide employability screenings to determine if the individual is able to work.</p>		
GR 41-301.4 Employability Screening Schedules	<p><u>How are the employability screenings scheduled?</u></p> <p>Following is the schedule for each district:</p>		
	<u>DISTRICT</u>	<u>CLINIC SITE ADDRESS</u>	<u>APPT. DAYS</u>
	#02 Glendale	214 N. Central Glendale 91203	Tuesday
	#03 Pasadena	214 N. Central Glendale 91203	Tuesday
	#07 South Special	3845 Atlantic Ave. Long Beach 90807	Tuesday Wednesday Friday
	#08 Southwest Special	1030 W. Gardena Blvd. Gardena 90247	Wednesday Thursday

	#10 Wilshire Special	1818 S. Western Ave. #103, L.A. 90006	Tuesday Thursday
	#14 Civic Center	5504 Whittier Blvd. Los Angeles 90022	Monday Tuesday
	#15 Metro East	5504 Whittier Blvd. Los Angeles 90022	Monday Tuesday
	#20 San Gabriel Valley	11518 Garvey Avenue El Monte 91732	Friday
	#27 South Central	1030 W. Gardena Blvd. Gardena 90247	Wednesday Thursday
	#32 San Fernando Valley	601 S. Brand #103 San Fernando 91340	Thursday
	#34 Lancaster	412 W. Ave. J Suite D Lancaster 93534	Monday
	#36 Pomona	1690 #C W. Holt Pomona, 91768	Tuesday
	#60 Rancho Park	5830-B Hannum Ave. Culver City 90232	Monday
	#70 Metro Special	1818 S. Western Ave. #103, L.A. 90006	Tuesday Thursday
GR 41-301.5 Types of “U” Cases	<p><u>What types of unemployable cases are there?</u></p> <p>There are three (3) types:</p> <ul style="list-style-type: none"> • Unemployable – individuals who are unemployable because of a physical incapacity. • Needs Special Assistance (NSA) individuals who are unemployable because of a <u>mental disability</u>. <p>Refer to GR 41-100 for details.</p> <ul style="list-style-type: none"> • Administratively unemployable – individuals who are unemployable for reasons other than physical. <p>Refer to GR 41-200 for details.</p>		
GR 41-301.6 Permanently Unemployable	<p><u>What’s permanently unemployable?</u></p> <p>Permanent means:</p>		

	<ul style="list-style-type: none"> • The individual has a disability that is expected to last 12 months or more or is terminally ill; or • There is no medical expiration date. • An annual referral for screening is not required. <p>NOTE: Individuals permanently unemployable are referred to apply for Medi-Cal.</p>
<p>GR 41-301.7 Temporarily Unemployable</p>	<p><u>What's temporarily unemployable?</u></p> <p>Temporary means the individual has a physical or mental incapacity that makes it impossible to work for a limited duration and is expected to be resolved with treatment. Temporary disabilities have no expiration date of less than 12 months.</p>
<p>GR 41-302 Verification</p>	<p><u>What verification is needed for unemployability status?</u></p> <p>Individuals are referred to the contracted medical provider using a LEADER generated ABP 1676, Employability Screening Appointment – Contracted Provider. The medical provider completes the employability screening and inputs the results to LEADER.</p> <ul style="list-style-type: none"> • Individuals who are under treatment with a County/GRHCP/VA physician may request that the physician do the employability screening. Individuals are referred to a County/GRHCP/VA physician using an out of drawer ABP 1676P, Employability Screening Appointment – Contracted Provider. A form from the County/GRHCP/VA office may also be used as long as it provides the information required on the ABP 1676P. <p>When the ABP 1676P is used for the County/GRHCP/VA physician the following apply:</p> <ul style="list-style-type: none"> ➤ The ABP 1676P must be returned by the due date. ➤ If the individual cannot get an appointment with the County/GRHCP/VA physician by the due date, the individual must be referred to the medical provider. ➤ The individual remains employable until the

	<p>employability status is confirmed.</p> <ul style="list-style-type: none"> ➤ If the individual fails to return the ABP 1676P, automated termination is initiated by LEADER. ➤ Results of the ABP 1676P are input to LEADER by the EW.
GR 41-302.1 Individual has Medical Information	<p><u>Can in individual use medical information they already have to prove their incapacity?</u></p> <p>No, individuals who have medical information may submit the information to the contracted medical provider to assist in completing the screening this information is <u>not</u> placed in the case record.</p>
GR 41-303 Employability Screening at Intake	
GR 41-303.1 Applicant Can't Work	<p><u>What should be done when an individual claims they cannot work?</u></p> <p>At intake, individuals who state they are unable to work are referred to the contracted medical provider for an employability screening using the LEADER generated ABP 1676.</p> <p>The out of drawer ABP 1676P is used for individuals currently under treatment of a county/GRHCP/VA physician who wish to have that physician provide the employability determination. See section 41-302 above for further instructions.</p> <p>Verification: ABP 1676/ABP 1676P</p>
GR 41-303.2 Previously Denied/Terminated for not Keeping the Medical Appointment	<p><u>When an individual was previously denied or terminated for not keeping the medical appointment, are they considered employable or unemployable?</u></p> <p>Individuals who were previously denied/terminated for not keeping the employability screening appointment are considered employable and must comply with all employable requirements until the contracted medical provider determines the individual is unemployable unless the individual:</p>
Good Reason	<ul style="list-style-type: none"> • Has good reason, such as being in jail, the hospital or the death of an immediate family

	<p>member or other <u>unavoidable</u> circumstances.</p> <ul style="list-style-type: none"> ➤ Individuals must provide proof of their reason, such as arrest papers, hospital records, etc. ➤ After providing proof, when the individual states he/she has a good reason and continues to claim to be unemployable, he/she is considered unemployable pending verification and is rescheduled for an employability screening appointment at the earliest available appointment.
<p>Visibly Disabled</p>	<ul style="list-style-type: none"> • Is visibly disabled, such as being in a cast or wheelchair. These individuals are considered unemployable pending verification and are expedited through the employability screening process and assigned the earliest appointment available.
<p>GR 41-303.3 Previously Terminated for Time Limits</p>	<p><u>An individual was previously terminated for time limits, can aid be approved?</u></p> <p>Aid cannot be approved for an unemployable individual who was previously terminated for time limits until a LEADER generated referral is made to the contracted medical provider using an ABP 1676/ABP 1676P and the provider determines the individual is unemployable <u>and</u> the results are input to LEADER. If this is not done, LEADER will fail the case.</p> <p>Verification: ABP 1676/ABP 1676P</p>
<p>GR 41-303.4 Receiving Medi-Cal</p>	<p><u>Are GR individuals on Medi-Cal referred to the medical provider?</u></p> <p>No, verification of receipt of Medi-Cal is sufficient as long as the individual is receiving Medi-Cal benefits due to a disability. Individuals on Medi-Cal are considered permanently unemployable.</p>
<p>GR 41-304 Medical Date Expires</p>	<p><u>What happens when the medical date for an unemployable individual expires?</u></p> <p>An ABP 23A, Notice About Change to Employable Status, is generated by LEADER prior to the expiration date to advise the individual that the disability is ending and that the employable requirements must be met.</p>

	<ul style="list-style-type: none"> • If the individual contacts the EW and states he/she is still unemployable, the individual is referred to the contracted medical provider using the LEADER generated ABP 1676. • The out of drawer ABP 1676P may be used for individuals under treatment of a County/GRHCP/VA physician who wish to have that physician conduct the employability screening and provide the verification. • Individuals, who fail to provide the statement from the County/GRHCP/VA physician or keep the employability screening appointment, are terminated for non-compliance <u>even if the current medical on file has not yet expired.</u>
<p>GR 41-305 Other Referrals for Employability Screening</p>	
<p>GR 41-305.1 NSA Cases</p>	<p><u>Does an NSA individual need an employability screening appointment?</u></p> <p>No, an employability screening appointment is not required for NSA individuals; however, policy for NSA individuals must be followed.</p> <p>Refer to GR 41-100 Needs Special Assistance (NSA) for details on NSA.</p>
<p>GR 41-305.2 GROW Cases</p>	<p><u>Can GROW refer individuals for an employability screening?</u></p> <p>Yes, individuals are also referred for screening when the GROW Case Manager sends the out of drawer ABP 296 to the Worker indicating that a referral for an employability screening is needed.</p>
<p>GR 41-306 Employable Screening Results</p>	<p><u>After the individual is referred to the contracted medical provider (using ABP 1676), how is the information updated to LEADER?</u></p> <p>After the contracted medical provider completes the employability screening, the contractor is responsible for entering the results of the screening into LEADER:</p> <ul style="list-style-type: none"> • Employable,

	<ul style="list-style-type: none"> • Temporarily unemployable, or • Permanently unemployable. <p>If the determination is temporary unemployable, a beginning and end date is also entered by the medical provider.</p>
GR 41-307 Appealing the Employable Screening Results	
GR 41-307.1 Results of Employability Screening	<p><u>How does the individual know the results of the employability screening?</u></p> <p>At the time of the employability screening, the contracted medical provider tells the individual his/her employability status and provides a copy of the medical findings, documents supporting the determination and appeal rights.</p>
GR 41-307.2 Appeals Process	<p><u>What does the individual do when he/she wants to appeal/disagree with the employability screening results?</u></p> <p>If the individual disagrees with the determination, the contracted medical provider makes the individual temporarily unemployable for 15 calendar days. Within 15 calendar days, the contracted medical provider reviews the medical folder and provides a second determination.</p>
GR 41-307.3 Appeal of Previous Termination for Time Limits	<p><u>Can an individual previously terminated for time limits appeal the employability determination?</u></p> <p>Yes; however, aid cannot be approved until the contracted medical provider or County/GRHCP/VA Doctor determines the individual is unemployable.</p>
GR 41-308 Industrial Injury or Other Accident Claim in Litigation	<p><u>What is required when an individual states he/she is unemployable due to an injury or disability?</u></p> <p>The individual must need the following conditions to be determined unemployable:</p> <ul style="list-style-type: none"> • A letter from the attorney who is handling the claim must be provided as verification that the injury or disability is pending litigation. The status of the litigation must be indicated and the court case identification provided.

	<ul style="list-style-type: none"> • The individual is to be referred to the contracted medical provider or County/GRHCP/VA physician via the LEADER generated ABP 1676 or the out of drawer ABP 1676P. • A future action control (FAC) is set for 60 days in order to contact the individual and determine the status of the pending litigation. <p>Refer to Future Action Controls – User initiated – Create for LEADER procedures.</p> <ul style="list-style-type: none"> • Worker’s Compensation benefits and settlements must be explored. <p>Refer to GR 44-110 for details.</p>
Verification	Verification: Letter from the attorney and ABP 1676/ABP 1676P
GR 41-309 Referrals for SSI/UIB	
GR 41-309.1 Referral for SSI	<p><u>Are unemployable individuals required to apply for SSI/SSP?</u></p> <p>Yes, individuals classified as unemployable, either permanently or temporarily for one year or more, are required to apply for SSI/SSP.</p> <p>A LEADER generated referral is made to the SSI Advocate once the employability screening data that indicates potential eligibility is input to LEADER by the contracted medical provider.</p>
GR 41-309.2 Referral for UIB	<p><u>Are unemployable individuals required to apply for DIB?</u></p> <p>Yes, unemployable individuals must be evaluated to determine if they appear to meet the eligibility requirements for DIB.</p> <p>Refer to GR 44-113 for details.</p>

GR 41-400 EMPLOYABLE Table of Contents

GR 41-401 – Determining Employability Status

- GR 41-401.1 Employable Adult
- GR 41-401.2 Requirements

GR 41-402 – Full-Time Employment Definition

- GR 41-402.1 Individual Employed Full-Time
- GR 41-402.2 Approved Individual Employed Full-Time

GR 41-403 – Part-Time Employment Definition

- GR 41-403.1 Part-Time Employment
- GR 41-403.2 Requirements for Part-Time Employment

GR 41-404 – Aid to First Paycheck

GR 41-405 – Employability Status Changes to Employable

GR 41-406 – Exemption from Employable Requirements

- GR 41-406.1 Criteria for Temporary Exemption
- GR 41-406.2 Temporary Exemption Input
- GR 41-406.3 Temporary Exemption Timeframe
- GR 41-406.4 UIB Application Requirement

GR 41-407 – EDD REGISTRATION

- GR 41-407.1 EDD Registration Requirement
- GR 41-407.2 EDD Referral Process ABP 589
- GR 41-407.3 Non-compliance: Failure to Register at EDD

GR 41-408 – Job Search

- GR 41-408.1 Job Search Requirement
- GR 41-408.2 Non-compliance
- GR 41-408.3 Completing Job Search
- GR 41-408.4 Transportation for Job Search
- GR 41-408.5 Number of Job Searches Required
- GR 41-408.6 Late/Incomplete ABP 85
- GR 41-408.7 Incomplete ABP 85 Submitted Within Two Workdays of Due Date
- GR 41-408.8 Incomplete ABP 85 Submitted More Than Two Workdays After Due Date

GR 41-409 – Job Search Validation

- GR 41-409.1 Process

- GR 41-409.2 Validation Responses
- GR 41-409.3 Inconclusive Responses
- GR 41-409.4 One Inconclusive Validation
- GR 41-409.5 Confidentiality

GR 41-410 – Job Search Cure

- GR 41-410.1 Reapplication
- GR 41-410.2 Job Search Cure More than One Non-compliance
- GR 41-410.3 Releasing/Counting the Sanction
- GR 41-410.4 Transportation for Cures

GR 41-411 – 0/30/60 Day Penalty

- GR 41-411.1 When to Apply 0/30/60 Day Penalty
- GR 41-411.2 How to Apply the 0/30/60 Day Penalty
- GR 41-411.3 “0” Penalty
- GR 41-411.4 30-Day Penalty
- GR 41-411.5 60-Day Penalty
- GR 41-411.6 Sanction Period
- GR 41-411.7 Examples of 0/30/60 Day Penalty
- GR 41-411.8 NOA
- GR 41-411.9 Applying 0/30/60 Day Penalty
- GR 41-411.10 Who the 0/30/60 Day Penalty Applies To
- GR 41-411.11 Becoming Unemployable During a Penalty
- GR 41-411.12 When to Apply 0/30/60 Day Penalty
- GR 41-411.13 Job Search Cure
- GR 41-411.14 Number of Job Searches Required

GR 41-412 – Good Cause Determination

- GR 41-412.1 Good Cause at Denial/Termination
- GR 41-412.2 Good Cause at Screening/Application
- GR 41-412.3 Good Cause Not Completed
- GR 41-412.4 Good Cause Reasons
- GR 41-412.5 Physical/Mental Incapacity
- GR 41-412.6 Illness/Absenteeism
- GR 41-412.7 Medical/Dental Appointment
- GR 41-412.8 Transportation
- GR 41-412.9 Re-employment Conflict
- GR 41-412.10 Employment Conflict
- GR 41-412.11 Low Wages
- GR 41-412.12 Court Appearance/Incarceration
- GR 41-412.13 Death in Family
- GR 41-412.14 Discrimination
- GR 41-412.15 ABP 592, GR Good Cause Determination

GR 41-413 – California Department of Rehabilitation (DR)

- GR 41-413.1 Purpose
- GR 41-413.2 Referral to DR
- GR 41-413.3 Enrollment Verification

- GR 41-413.4 DR Intake Timeframe
- GR 41-413.5 Accepted to DR Training Program
- GR 41-413.6 Becomes Employed

GR 41-414 – General Relief Opportunities for Work (GROW)

- GR 41-414.1 Definition
- GR 41-414.2 GROW Program
- GR 41-414.3 0/30/60 Day Penalty

GR 41-415 – GROW Components

- GR 41-415.1 Employment Needs Evaluation
- GR 41-415.2 Orientation/Job Skills Assessment
- GR 41-415.3 Job Skills Preparation Class
- GR 41-415.4 Fastrak
- GR 41-415.5 Vocational Assessment
- GR 41-415.6 Education/Training
- GR 41-415.7 Intensive Case Management (ICM)
- GR 41-415.8 Job Services
- GR 41-415.9 Self-Initiated Program (SIP)
- GR 41-415.10 Office Occupations (OP)
- GR 41-415.11 Youth Component
- GR 41-415.12 Non-Custodial Parent
- GR 41-415.13 One-Stop
- GR 41-415.14 Homeless Court

GR 41-416 – GROW Services

- GR 41-416.1 Post Employment
- GR 41-416.2 Substance Abuse
- GR 41-416.3 DV/Mental Health
- GR 41-416.4 Work-Related Expenses

GR 41-417 – GROW Termination Codes

GR 41-418 – GROW Referral Process

- GR 41-418.1 English/Spanish Speaking
- GR 41-418.2 Non-English/Non-Spanish Speaking
- GR 41-418.3 Employed Individuals

GR 41-400 Employable

GR 41-401 – Determining Employability Status	<u>How is an individual determined to be employable?</u> Individuals are employable when declaring to be employable and/or if an employability screening determines they are employable. All GR employable individuals, except those exempted for up to 30 days for temporary medical exemption, are subject to time limits.
GR 41-401.1 – Employable Adult	<u>What is an employable adult?</u> Individuals 18 through 59 and 11 months years old who indicate they are able to work and/or have been medically determined able to accept employment are considered to be employable. Refer to GR 41-303 for employability screening procedures.
GR 41-401.2 – Requirements	<u>What are the requirements for employable individuals?</u> Individuals who are employable must: <ul style="list-style-type: none">• Apply for UIB, Refer to GR 44-112 for details <ul style="list-style-type: none">• Register with EDD, Refer to GR 41-407 for details <ul style="list-style-type: none">• Complete Job Search, Refer to GR 41-408 for details <ul style="list-style-type: none">• Participate in General Relief Opportunities for Work (GROW), Refer to GR 41-414 for details <ul style="list-style-type: none">• Accept or Maintain Employment – Individuals must have good cause for quitting, or being fired from employment, or for refusing a bona fide offer of employment. Refer to GR 41-412 for details on good cause

	<p>criteria.</p> <p>NOTE: Effective October 27, 1999, the workfare project was eliminated as an employable requirement for General Relief.</p> <p>For the Food Stamp program, unless an employable GR participant is working or assigned to an education/training activity for 20 hours per week, averaged monthly, the participant must continue to perform workfare in order to remain eligible for Food Stamp benefits.</p> <p>In addition, if any GR/FS employable household is actively participating in either the Fastrak or Intensive Case Management GROW component, the individual is exempt from FS ABAWD work requirements.</p>
<p>GR 41-402 – Full-Time Employment Definition</p>	<p><u>What is full-time employment?</u></p> <p>Employment of 100 hours or more per month is considered full-time employment, regardless of the amount of money earned.</p> <p>Refer to GR 44-114 and GR 44-114.3 for details on Earned Income Disregard (EID).</p> <p>Refer to GR 41-414.3 for detail on GROW requirements.</p>
<p>GR 41-402.1 – Individual Employed Full-Time</p>	<p><u>Are individuals who are applying for GR and are employed full-time eligible to GR?</u></p> <p>No, <u>individuals applying for GR</u> and any family members who reside with them are ineligible to GR when the individual is employed full-time.</p>
<p>GR 41-402.2 – Approved Individual Employed Full-Time</p>	<p><u>Are approved individuals who are employed full-time eligible?</u></p> <p><u>Approved</u> individuals who are employed full-time (100 or more hours per month) are eligible to GR if the deductible Earned Income Disregard (EID) is less than the maximum grant amount for the household size.</p> <p>Refer to GR 44-114 for details.</p>

<p>GR 41-403 – Part-Time Employment Definition</p>	<p><u>What is part-time employment?</u></p> <p>Employment of less than 100 hours per month is considered part-time employment.</p> <p>Refer to GR 41-414.3 for details on GROW requirements for individuals employed part-time.</p>
<p>GR 41-403.1 - Part-Time Employment</p>	<p><u>Are applicants and approved individuals who are employed part-time eligible?</u></p> <p>Yes, applicants/participants (including family members who reside with them) who are employed part-time are eligible to GR if the deductible total (grant minus EID) is less than the grant and all other eligibility requirements are met.</p>
<p>GR 41-403.2 – Requirements for Part-Time Employment</p>	<p><u>What are the requirements for individuals who are employed part-time?</u></p> <p>To be eligible to GR, the part-time employee must:</p> <ul style="list-style-type: none"> • If offered, give up part-time employment to accept full-time employment which pays the federal/California minimum wage or more; <u>and</u> • Search for full-time employment when not at work on the part-time job; <u>and</u> • Register with EDD and be available for full-time employment; <u>and</u> • Participate in GROW when employment is less than 20 hours per week.
<p>GR 41-404 – Aid to First Paycheck</p>	<p><u>Can GR individuals who are hired full-time after applying for GR receive aid until their first paycheck?</u></p> <p>Yes, individual who are hired for full-time employment <u>after</u> applying for GR, are eligible to emergency aid (if all other eligibility criteria are met). The emergency aid is for whichever period is less:</p> <ul style="list-style-type: none"> • Until the first paycheck is received, or • For a period of 14 calendar days, beginning with the first day of work. <p>Refer to GR 44-230 for details on determining the amount of emergency aid.</p>

	<p><u>Verification:</u> The Case Comments section must contain:</p> <ul style="list-style-type: none"> • Date emergency aid is issued, • Date of first paycheck, <u>and</u> • Name and title of employer representative verifying date of first paycheck. <p>An ABCDM 228, Applicant’s Authorization for Release of Information, (an out of drawer form) must be signed by the individual authorizing contact with the potential employer. If the individual refuses to sign the ABCDM 228, aid to first paycheck <u>cannot</u> be issued.</p>
<p>GR 41-405 – Employability Status Changes to Employable</p>	<p><u>What happens when an individual’s employability status changes to E?</u></p> <p>Once an individual’s employability status changes to E:</p> <ul style="list-style-type: none"> • GROW will automatically schedule an orientation/appraisal appointment for the individual, and • All employable regulations apply.
<p>GR 41-406 – Exemption from Employable Requirements</p>	<p><u>Can employable individuals be temporarily exempt from employable requirements?</u></p> <p>Yes, employable individuals may be temporarily exempt from employable requirements for 30 days if one of the following criteria is met. LEADER stops the clock while an individual is temporarily exempt.</p>
<p>GR 41-406.1 – Criteria for Temporary Exemption</p>	<p><u>What are the criteria for a temporary exemption?</u></p> <p>Individuals may be exempt from employable requirements for up to 30 days in any of the following situations:</p> <ul style="list-style-type: none"> • Individuals being referred for NSA evaluation when the DMH/APS Worker is not available on the day of application. • An unemployable individual’s status as a U is expiring and the employability screening

	<p>appointment cannot be made prior to the expiration date.</p> <ul style="list-style-type: none"> • Individuals who have a temporary medical problem that is expected to last less than 30 days – a referral to the employability screening provider is not required. • GROW case manager requests an exemption using the ABP 296, Notification of Change, (an out of drawer form) for a GROW individual who is: <ul style="list-style-type: none"> ➤ referred for NSA evaluation ➤ referred for an employability screening ➤ temporarily experiencing a medical problem that is expected to last less than 30 days – a referral to the employability screening provider is not required.
<p>GR 41-406.2 – Temporary Exemption Input</p>	<p><u>How is the temporary exemption input?</u></p> <p>The 30-day temporary exemption is input and the exemption documented in Case Comments.</p>
<p>GR 41-406.3 – Temporary Exemption Timeframe</p>	<p><u>How long can the temporary exemption last?</u></p> <p>The maximum exemption period is 30 days. At the end of this time, if no new exemption is added, a GROW Appointment notice will be automatically generated and the time limit period resumed.</p>
<p>GR 41-406.4 – UIB Application Requirement</p>	<p><u>When an individual is temporarily exempt, is an application for UIB required?</u></p> <p>Yes, all employable individuals must apply for UIB, whether or not they are exempt from employable requirements.</p>
<p>GR 41-407 – EDD Registration</p>	
<p>GR 41-407.1 – EDD Registration Requirement</p>	<p><u>Are GR employable individuals required to register with EDD?</u></p> <p>Yes, unless exempt, all employable individuals are required to register for work with the Employment Development Department (EDD) as a condition of eligibility.</p>

<p>GR 41-407.2 – EDD Referral Process ABP 589</p>	<p><u>How are referrals to EDD made?</u></p> <p>The ABP 589, General Relief Notice to Register for Work, (a LEADER generated form) is used to refer individuals to EDD. Registration is also required of those whose employability status has been changed to Employable.</p> <ul style="list-style-type: none"> • Employable individuals must self-register at the EDD office. • Although EDD does not stamp the ABP 589 as verification of registration, the individual must return the printout received at EDD as part of the self-registration process. • EDD requires identification for all individuals who utilize their services. Identification required by EDD is similar to GR requirements. <p>Refer to GR 40-111.2 for GR identification requirements.</p> <ul style="list-style-type: none"> • Individuals who do not have acceptable identification may be aided on an interim basis pending receipt of permanent identification when all other GR requirements are met. <p>Refer to GR 40-111.1 for identification requirements.</p> <ul style="list-style-type: none"> ➤ A 60-day FAC is established for the receipt of identification ➤ The individual is <u>not re-referred to EDD</u>. <ul style="list-style-type: none"> • Each employable individual is given seven calendar days from the date of application to register for work with EDD. If the seventh calendar day falls on a weekend or holiday, the EDD registration due date is the next working day.
<p>GR 41-407.3 – Non-compliance: Failure to Register at EDD</p>	<p><u>Is non-compliance initiated when an individual fails to register for work?</u></p> <p>Yes, when employable individuals fail to register for work, without good cause, non-compliance is initiated by LEADER.</p>

	Refer to GR 41-412 for details on good cause determination.
GR 41-408 – Job Search	
GR 41-408.1 – Job Search Requirement	<p><u>Is an employable individual required to search for employment?</u></p> <p>Yes, every employable individual is required to search for employment. <u>Documented proof of job search is required at application only.</u> A completed ABP 85, Job Search Assignment, (a LEADER generated form) with six completed job searches, must be provided at case approval.</p>
GR 41-408.2 – Non-compliance	<p><u>Is not compliance initiated for failure to comply with job search requirements?</u></p> <p>Yes, when an individual fails to comply with job search requirements without good cause, non-compliance is initiated.</p> <p>Refer to GR 41-412 for details on good cause determination.</p>
GR 41-408.3 – Completing Job Search	<p><u>How are job searches completed?</u></p> <p>Job search can be made:</p> <ul style="list-style-type: none"> • In person, with a person in authority to hire or provide information about the availability of jobs (except in instances where only resumes are accepted); • Via the Internet; • Via kiosk machine; or • By responding to a newspaper advertisement. <p>Job searches are <u>not</u> to be restricted to the individual's skills, qualifications or experience (i.e., persons are expected to pursue and accept jobs that require less qualifications than they possess).</p> <p>All offers of bona fide employment must be accepted unless good cause is established for not accepting the position offered.</p>

<p>GR 41-408.4 – Transportation for Job Search</p>	<p><u>Is transportation allowed for job searches?</u></p> <p>Yes.</p> <p>Refer to GR 44-233 for details on special need for transportation.</p>
<p>GR 41-408.5 – Number of Job Searches Required</p>	<p><u>How many job searches are required?</u></p> <p>At intake, employable individuals are required to complete three job searches each week from the date of application to the date approval action is taken (allow one workday per week). At the point of approval, the individual must have completed six (6) job searches. No additional job searches are required.</p> <p>Refer to WA No. 28 Recording Job Search Verification on LEADER for LEADER instructions.</p>
<p>GR 41-408.6 – Late/Incomplete ABP 85</p>	<p><u>What happens when an ABP 85 is not returned on time or is incomplete?</u></p> <p>If the ABP 85 is not returned timely or is returned incomplete, non-compliance is automatically initiated by LEADER.</p>
<p>GR 41-408.7 – Incomplete ABP 85 Submitted Within Two Workdays of Due Date</p>	<p><u>If an incomplete ABP 85 is submitted by or within two workdays after the due date is it returned to the individual?</u></p> <p>Yes, when an incomplete ABP 85 (for Worker, insufficient number of job searches, missing names, addresses and/or phone numbers) is submitted on, before or within two workdays of the due date, it is returned and an additional two workdays allowed for the re-submission of the completed ABP 85.</p>
<p>GR 41-408.8 – Incomplete ABP 85 Submitted More Than Two Workdays After Due Date</p>	<p><u>If an incomplete ABP 85 is submitted more than two workdays after the due date is it returned to the individual?</u></p> <p>No, when the ABP 85 is submitted more than two workdays <u>after</u> the due date, it must be complete to meet the job search requirement. For incomplete forms, non-compliance action is initiated by LEADER.</p>
<p>GR 41-409 – Job Search Validation</p>	<p><u>Are the job search contacts validated?</u></p>

	<p>Yes, the ABP 85 is validated but only for those who receive CalFresh.</p> <p>Refer to FS 63-407.8 for CalFresh details.</p>
<p>GR 41-409.1 – Process</p>	<p><u>How are the job search contacts validated?</u></p> <p>If applying in person:</p> <ul style="list-style-type: none"> • The ABP 85 is validated by selecting one prospective employer and calling to determine whether the individual conducted the job search activity. <p>If applying on the Internet, one of the following verifications must be attached to the ABP 85:</p> <ul style="list-style-type: none"> • An e-mail confirmation received after successfully applying for a specific position; • The Job Submission Status which shows “Application Received” or “Information Received;” or • A printout that shows the Job Reference Number and contact e-mail. <p>If applying on a Kiosk machine:</p> <ul style="list-style-type: none"> • The confirmation number received after applying needs to be provided. <p>If responding to a newspaper advertisement:</p> <ul style="list-style-type: none"> • A copy of the advertisement with the newspaper name and the publication date needs to be provided. <p>If it is determined that the required number of job searches were not completed, both GR and CalFresh are denied or terminated.</p> <p>One valid response validates the ABP 85 for both CalFresh and GR purposes.</p>
<p>GR 41-409.2 – Validation Responses</p>	<p><u>What are valid responses?</u></p> <p>Valid responses are:</p> <ul style="list-style-type: none"> • the individual applied, • the individual inquired, or

	<ul style="list-style-type: none"> • an application was taken.
Invalid Responses	<p><u>What are invalid responses?</u></p> <p>Invalid responses are:</p> <ul style="list-style-type: none"> • no such person applied, or • no such firm/interviewer, phone number exists. <p>One invalid response invalidates the ABP 85 for both CalFresh and GR.</p>
GR 41-409.3 – Inconclusive Responses	<p><u>What if the responses are inconclusive?</u></p> <p>Inconclusive responses do not invalidate the ABP 85.</p> <p>Inconclusive responses are:</p> <ul style="list-style-type: none"> • company has no record of the application, or • employment contact person has no memory of the individual, or • employment contact person is unavailable, or the telephone number designated is unreachable. <p>For the participant applying on the Internet, via kiosk machine, or responding to a newspaper advertisement, responses are considered inconclusive when the supporting documents listed in GR 41-409.1 are not provided.</p> <p>Refer to GR 41-409.1 for additional information.</p>
GR 41-409.4 – One Inconclusive Validation	<p><u>After one inconclusive response, do other searches need to be validated?</u></p> <p>Yes, when an inconclusive response is received, additional employers are to be contacted. If all job search contacts are inconclusive, aid is not denied/terminated.</p>
GR 41-409.5 – Confidentiality	<p><u>How can an individual’s confidentiality be maintained when validating job searches?</u></p> <p>Unless specifically asked by the employer, the DPSS employee conducting job search validation</p>

	<p>should not disclose the fact that he/she is a DPSS employee or that the person whose job contact is being verified is a General Relief participant.</p>
<p>GR 41-410 – Job Search Cure</p>	<p><u>Can sanctions for incomplete job searches be corrected/”cured”?</u></p> <p>Yes, individuals who are denied/sanctioned solely for failure to complete the assigned number of job searches and who are otherwise eligible, may correct/cure the sanction by submitting a completed ABP 85. The outstanding job searches must be completed.</p> <p>NOTE: The Food Stamp E&T conciliation process has been eliminated; therefore, when an employable individual fails any work requirements (employment services, job search or work registration), Food Stamps are terminated immediately.</p>
<p>GR 41-410.1 – Reapplication</p>	<p><u>When a completed ABP 85 is submitted, can the individual reapply?</u></p> <p>Yes, once the completed ABP 85 is returned and validated, the remainder of the sanction period is waived (“cured”) and the individual can reapply for GR effective the date the completed ABP 85 is submitted to the Worker.</p>
<p>GR 41-410.2 – Job Search Cure More than One Noncompliance</p>	<p><u>Can the Job Search sanction be cured when there are multiple noncompliance reasons?</u></p> <ul style="list-style-type: none"> • When non-compliance has been initiated for other reason(s) that are <u>“curable”</u>, such as failure to submit a complete QR 7, the other reason(s) for non-compliance must also be resolved in addition to curing the job search. • When non-compliance has been initiated for a <u>sanctionable reason</u>, such as failure to comply with employment services requirements, job search <u>cannot be “cured”</u> and unless good cause has been established for the sanctionable reason(s), the case will be denied/terminated and sanction period imposed by LEADER.
<p>GR 41-410.3 – Releasing/Counting the Sanction</p>	<p><u>Once the remainder of the sanction period is waived, is the sanction completely lifted?</u></p> <p>Once the validation process is complete, if the</p>

	<p>validation is positive and all other non-compliance issues are resolved, the remainder of the sanction is waived. However, the sanction remains on record and the next sanctionable offense will increase in length.</p> <p>NOTE: The remainder of the sanction <u>cannot</u> be waived when the individual is in non-compliance for GROW and good cause is not established.</p>
<p>GR 41-410-4 – Transportation for Cures</p>	<p><u>Is additional transportation allowed for job search cures?</u></p> <p>No, additional transportation funds are not issued to the individual for the job search cure. These funds have already been issued.</p>
<p>GR 41-411 – 0/30/60 Day Penalty</p>	
<p>GR 41-411.1 – When to Apply 0/30/60 Day Penalty</p>	<p><u>When does the 0/30/60 day penalty apply?</u></p> <ul style="list-style-type: none"> • Employable individuals who fail to comply with employable requirements, including GROW, <u>without good cause</u>, are subject to the 0/30/60 day progressive penalty. • In addition, individuals who, without good cause, fail to comply with the Mandatory Substance Abuse Program Requirements (MSARP) are also subject to the 0/30/60 day penalty. <p>Refer to GR 40-120.9 for additional information on MSARP.</p> <p>NOTE: The 0/30/60 progressive penalty does not impact the Food Stamp Program’s sanction policy.</p>
<p>GR 41-411.2 – How to Apply the 0/30/60 Day Penalty</p>	<p><u>How is the 0/30/60 day penalty applied?</u></p> <p>LEADER automates the computation of the sanction period for both denial and termination.</p>
<p>GR 41-411.3 – “0” Penalty</p>	<p><u>What is a “0” penalty?</u></p> <p>The <u>first</u> time an individual fails a requirement within one year, without good cause, results in denial/termination of GR. Because it is the first time, a “0” penalty period is applied, and counted as</p>

	<p>the first sanction.</p> <ul style="list-style-type: none"> • If denied, the individual is allowed to reapply immediately. • If terminated and the individual attends the hearing during extended suspend period (date from the NOA date through the third Thursday of the month), the termination is rescinded. • If terminated and the individual fails to attend the hearing on or before the last day of the extended suspend period, a new application is required. However, a good cause determination <u>must</u> be made during the screening/application process for an individual who quits a job, is fired from a job, or is currently in a sanction. <p>Refer to Rescission – Procedure for LEADER instructions for the rescind process.</p>
<p>GR 41-411.4 – 30-Day Penalty</p>	<p><u>What is a 30-day penalty?</u></p> <p>When an incident of non-compliance occurs without good cause and there was one previous non-compliance within the previous 365 days, a 30-day penalty is applied.</p>
<p>GR 41-411.5 – 60-Day Penalty</p>	<p><u>What is a 60-day penalty?</u></p> <p>When an incident of non-compliance occurs without good cause and there are two or more previous incidents of non-compliance within the previous 365 days, a 60-day penalty is applied.</p>
<p>GR 41-411.6 – Sanction Period</p>	<p><u>When does the sanction period start over at 0 days?</u></p> <p>When more than one year (365 days) has passed since the <u>last</u> non-compliance (i.e., there have been more than 365 days with no sanctions), the process starts over with a “0” sanction period for the first incident.</p>
<p>GR 41-411.7 – Examples of 0/30/60 Day Penalty</p>	<p><u>EXAMPLES:</u></p> <ul style="list-style-type: none"> • An individual approved on January 2, 2002 was terminated for a sanctionable non-compliance on April 30, 2002. The individual attended the hearing and the termination was rescinded; however, there was no good cause.

	<p>A “<u>0</u>” sanction is imposed.</p> <ul style="list-style-type: none"> On June 30, 2002, GR was terminated for another sanctionable non-compliance, and there is no good cause. <p>A 30-day sanction is imposed.</p> <ul style="list-style-type: none"> On August 1, 2002 the individual reapplies and GR is terminated November 5, 2002 for time limits. On February 1, 2003 the individual reapplies and is approved. GR is terminated March 31, 2003 for a sanctionable non-compliance and there is no good cause. <p>A 60-day sanction is imposed.</p>
<p>GR 41-411.8 – NOA</p>	<p><u>How does the individual know how long the sanction period is?</u></p> <p>Individuals being sanctioned receive an automated NOA that includes the sanction period, the date the individual may reapply and a warning regarding the next non-compliance with an employable requirement.</p>
<p>GR 41-411.9- Applying 0/30/60 Day Penalty</p>	<p><u>When does a sanction begin?</u></p> <ul style="list-style-type: none"> <u>For individuals applying for aid</u>, the sanction/ineligible period begins from the date of the failure or refusal or from the last day of the period for which aid has been issued, whichever is later. <u>For individuals with an approved case</u>, the ineligible period begins from the first day following the effective date of termination.
<p>GR 41-411-10 – Who the 0/30/60 Day Penalty Applies To</p>	<p><u>Who does the 0/30/60 penalty apply to?</u></p> <p>In addition to the individual who fails or refuses without good cause to comply with an employable/GROW requirement, the spouse who resides with that person is subject to the 0/30/60 day progressive penalty.</p>
<p>GR 41-411.11 – Becoming</p>	<p><u>What happens when an individual in a penalty period becomes unemployable?</u></p>

<p>Unemployable During a Penalty</p>	<p>If a sanctioned individual subsequently becomes unemployable, the sanction is removed for that person and all family members aide don the same case effective the date the determination of unemployability is made.</p>
<p>GR 41-411.12 – When to Apply 0/30/60 Day Penalty</p>	<p><u>When is the 0/30/60 day penalty applied to Employable cases?</u></p> <p>A 0/30/60 day penalty is applied when an employable individual, <u>without good cause:</u></p> <ul style="list-style-type: none"> • Is fired from or quits a job, including Workforce Investment Act (WIA) employment, or refuses a bona fide job offer. • Refused/failed to perform required job search. <ul style="list-style-type: none"> ➤ A completed ABP 85 was not returned by the due date. ➤ The required number of job searches was not performed. ➤ Verification of the ABP 85 shows an invalid response. ➤ The ABP 85 was falsified. • Refused/failed to register or re-register with EDD. • Refused/failed to comply with any GROW requirements. • Refused/failed an employment-related requirement in another county for which the individual was sanctioned by the other county. The penalty period is the period imposed by the other county.
<p>GR 41-411.13 – Job Search Cure</p>	<p><u>How does the Job Search Cure affect the 0/30/60 day penalty period?</u></p> <p>Once the completed ABP 85 is validated per existing procedures, the remainder of the sanction period is waived and the individual can reapply effective the date the completed ABP 85 is submitted, unless there are other sanctionable reasons. When there is non-compliance for</p>

	<p>additional reasons, all issues must be resolved prior to issuing aid.</p> <p>NOTE: When an individual is in con-compliance for another reason in addition to the job search sanction, (such as failure to comply with GROW) the job search <u>cannot</u> be cured unless good cause is established. If there is no good cause, the entire sanction period is imposed.</p>
GR 41-411.14 – Number of Job Searches Required	<p><u>How many job searches are required to cure the sanction?</u></p> <p>To cure the sanction, the individual must complete the number of job searches that were not completed on the outstanding ABP 85.</p>
GR 41-412 – Good Cause Determination	<p><u>When is a determination of good cause necessary?</u></p> <p>A good cause determination must be made by the EW/Hearing Officer/GROW Case Manager before a case is denied, terminated or a sanction applied for failure or refusal to comply with the employable requirements <u>when</u>:</p> <ul style="list-style-type: none"> • An individual contacts one of the above staff by telephone, in writing or in person prior to or at the time of denial. <p>An approved individual contacts one of the above staff by telephone, in writing or in person prior to the pretermination hearing, appears at the hearing, or any time during the extended suspend period.</p>
GR 41-412.1 – Good Cause at Denial/Termination	<p><u>Is a good cause determination made for denial/termination action?</u></p> <p>Yes, a good cause determination must be made after the denial/termination if the denied/terminated individual contacts the EW by telephone, in writing or in person.</p> <p>When good cause is determined, the remainder of the sanction and the instance of non-compliance is ended and the individual is allowed to reapply immediately.</p>
GR 41-412.2 – Good Cause at	<p><u>Is a good cause determination necessary during screening/at application?</u></p>

<p>Screening/Application</p>	<p>Yes, a good cause determination <u>must</u> be made during the screening/application process for an individual who has quit a job, was fired from a job, or is currently in a sanction period. For individuals in a sanction, the case is retrieved from storage to confirm whether a good cause determination was done at case termination.</p>
<p>GR 41-412.3 – Good Cause Not Completed</p>	<p><u>What should happen when a good cause determination was not done?</u></p> <ul style="list-style-type: none"> • When it is found that there was no good cause determination initiated prior to denial/termination and the individual had good cause, the remainder of the sanction is waived and the instance of non-compliance is not counted. The individual may reapply immediately. • The individual had no good cause, the sanction stands and the individual is advised of when he/she may reapply. <p>NOTE: If it is later determined that a good cause determination was not done at reapplication, the sanction cannot be upheld. This could be discovered when there is a case inquiry or at a subsequent reapplication. In this situation, because the sanction was imposed without a good cause determination, the sanction must be lifted and the individual is to be aided back to the date of the original reapplication.</p> <ul style="list-style-type: none"> • If the case review indicates a good cause determination was made and no good cause exists: <ul style="list-style-type: none"> ➤ If the sanction has expired, the individual may reapply immediately. ➤ If there is time remaining in the sanction period, the individual is advised when he/she may reapply.
<p>GR 41-412.4 – Good Cause Reasons</p>	<p><u>What are good cause reasons?</u></p> <p>An individual is not denied or terminated and does not receive a penalty for refusal or failure to perform an employable requirement or for quitting, being fired from a job, or refusing a bona fide job offer in</p>

	the following instances.
GR 41-412.5 – Physical/Mental Incapacity	<p><u>Physical/Mental Incapacity</u></p> <p>The requirement was not within the individual’s physical or mental capacity. For purposes of this Section, the requirement was not within the physical or mental capacity of the individual if the failure, refusal, quitting or being fired from a job is due to:</p> <ul style="list-style-type: none"> ➤ Mental confusion. ➤ Mental limitations, such as inability to read, write, understand and follow instructions. ➤ Emotional disturbance. ➤ Physical incapacity to participate in GROW. ➤ Mistake or inadvertence, as opposed to willfulness. ➤ Circumstances beyond the person’s reasonable control. ➤ Other unusual or compelling facts presented by the individual that, under the circumstances of the case, must reasonably be viewed as good cause for failure to comply. <p>Verification of physical/mental incapacity: Observation by DPSS or DMH/APS staff of current behavior that may have resulted in a job quit/dismissal or a description of the circumstances on a PA 853 completed by the individual. The EW/Hearing Officer/GROW Case Manager may require corroboration by third party evidence.</p> <p>Follow-up: Depending on the physical or mental limitations of an individual, a change of GROW assignment may be necessary or a very clear review of the requirements may be sufficient. If not, a referral for employability screening or mental health evaluation is made to determine the employability status.</p> <p>Refer to GR 41-302 for details on employability screening process.</p> <p>Refer to GR 41-104 for details on NSA referral process.</p>

<p>GR 41-412.6 – Illness/Absenteeism</p>	<p><u>Illness/Absenteeism</u></p> <p>The individual was unable to perform all or a portion of the employable/GROW requirements, or quit, was fired from or refused a job due to his/her illness, or the illness of a family member who required care that was only available from the GR individual. This may include an employable individual who was fired for absenteeism due to illness.</p> <p>Verification of Illness/Absenteeism: The individual’s statement of illness or the family member’s illness is sufficient for at least <u>the first occurrence</u>. At the point the EW/Hearing Officer/GROW Case Manager believes the individual is abusing this excuse (e.g., reports illness for three consecutive months), a warning is given that the next occurrence will require a statement from a medical practitioner.</p> <p>Follow-up: For a short temporary illness, GROW appointments are rescheduled as soon as possible following the illness.</p> <p>If the individual’s illness is expected to last more than 30 days, a referral for an employability screening is made to determine employability.</p> <p>Refer to GR 41-302 for details on the employability screening process.</p> <p>If the family member’s illness is expected to last more than 30 days, verification from a medical practitioner that full-time care is needed must be provided. The employable individual is classified as Administratively Unemployable for the period specified.</p>
<p>GR 41-412.7 – Medical/Dental Appointment</p>	<p><u>Medical/Dental Appointment</u></p> <p>The individual had a verified medical/dental appointment that could not be scheduled at a time that would not have conflicted with the employable requirement. This criterion does not apply to those who quit, were fired from a job or refused a job.</p> <p>Verification for medical/dental appointment: An appointment slip (or book) or the name and telephone number of the medical or dental practitioner must be provided to obtain verbal</p>

	<p>verification. A signed ABCDM 228 from the individual is needed before a telephone call can be made to obtain verification. If the individual refuses to sign the ABCDM 228, there is no basis for good cause.</p> <p>Follow-up: A missed employment or GROW appointment must be re-scheduled.</p>
<p>GR 41-412.8 – Transportation</p>	<p><u>Transportation</u></p> <p>There was no reasonable means of transportation available to the individual <u>or</u> travel time to/from the GROW assignment, or job-related appointment, or the job exceeded one hour each way. This may also include such times as when benefits are unavailable and the individual has no money for transportation or the bus does not run early enough to get the individual to the GROW assignment, job-related appointment, or job at the assigned time.</p> <p>Verification of good cause for transportation: The EW/GROW Case Manager has verification of a delayed issuance. The individual's statement is sufficient verification for the bus schedule problem and the travel time.</p> <p>Follow-up: If there is a bus or travel time problem, the individual is reassigned to another GROW assignment.</p>
<p>GR 41-412.9 – Re-employment Conflict</p>	<p><u>Re-employment Conflict</u></p> <p>The requirement conflicted with an imminent likelihood of re-employment at the individual's regular job or other employment. For example, an individual has a job interview scheduled for a day when there is also an appointment to come into the district office, attend GROW, etc. This criterion does not apply to those who quit, are fired from or refuse a job.</p> <p>Verification for good cause for re-employment conflicts: The individual's statement is sufficient verification.</p> <p>Follow-up: Any missed appointments must be rescheduled.</p>
<p>GR 41-412.10 – Employment Conflict</p>	<p><u>Employment Conflict</u></p>

	<p>The requirement conflicted with employment in which the individual is engaged which results in income being deducted from the grant. This does not apply to individuals who quit, are fired from or refuse a job.</p> <p>Verification of good cause for employment conflict: The individual’s statement regarding the employment conflict is sufficient. The income from the job will already have been documented for income purposes.</p> <p>Follow-up: The individual’s employable requirements are rescheduled around the part-time employment. Missed appointments are rescheduled.</p>
<p>GR 41-412.11 – Low Wages</p>	<p><u>Low Wages</u></p> <p>The salary offered or received was below minimum wage.</p> <p>Verification of low wages: The EW contacts the employer to confirm the wage is below the State minimum wage standards.</p>
<p>GR 41-412.12 – Court Appearance/ Incarceration</p>	<p><u>Court Appearance/Incarceration</u></p> <p>The individual was required to appear in court, <u>or</u> was incarcerated.</p> <p>Verification of good cause fro court appearance/incarceration: Documentation of the court appearance, detainment or incarceration must be provided. If a document is not available, the EW/GROW Case Manager must be given the name of an official agency that can provide verbal verification. A signed ABCDM 228 is required before a telephone call can be made to obtain verification. If the individual refuses to sign the ABCDM 228, there is no basis for good cause.</p> <p>Follow-up: Missed appointments are rescheduled.</p>
<p>GR 41-412.13 – Death in Family</p>	<p><u>Death in the Family</u></p> <p>There was a death in the immediate family (spouse, child, step-child, mother, step-mother, father, step-father, sibling, grandmother, grandfather).</p> <p>Verification: A copy of a death certificate, obituary</p>

	notice or funeral card must be provided.
GR 41-412.14 – Discrimination	<p><u>Discrimination</u></p> <p>The individual was discriminated against based on race, color, national origin, political affiliation, religion, marital status, sex, age or handicap.</p> <p>Verification: Individual’s statement on a PA 853.</p>
GR 41-412.15 – ABP 592, GR Good Cause Determination	<p><u>How is the good cause determination made?</u></p> <p>The individual must be interviewed and a careful review of all evidence must be conducted. The decision and the reason for the decision are recorded on the ABP 592, General Relief Good Cause Determination (an out of drawer form).</p>
GR 41-413 – California Department of Rehabilitation (DR)	
GR 41-413.1 – Purpose	<p><u>What is the purpose of the California Department of Rehabilitation (DR)?</u></p> <p>The California department of Rehabilitation (DR) provides vocational rehabilitation to physically and mentally handicapped persons who meet DR disability criteria. To be eligible for vocational rehabilitation, the individual in the judgment of the DR must:</p> <ul style="list-style-type: none"> • Have a physical or mental disability that constitutes or results in a substantial handicap to employment. • Have a reasonable expectation of getting or holding a job as the result of having received vocational rehabilitation services. • Rehabilitation services are provided, as funds are available, on an individual basis.
GR 41-413.2 – Referral to DR	<p><u>When are referrals to DR made:</u></p> <p>During intake and at each redetermination, both Unemployable and Administratively Unemployable individuals are advised that job training and placement services may be available through the DR.</p>

	<p>Individuals who express interest in the DR program are referred as follows:</p> <ul style="list-style-type: none"> • A PA 30, “Reference Slip”, (an out of drawer form) is prepared for the DR office nearest the individual’s residence. • Any available medical information is copied and the PA 30 attached to a sealed envelope with the medical records inside.
<p>GR 41-413.3 – Enrollment Verification</p>	<p><u>How is enrollment verified?</u></p> <p>A signed/dated letter on DR letterhead is obtained. The letter must state the individual is in DR intake or enrolled in DR training and the date of intake/enrollment. The letter must also be signed and dated by a DR Counselor.</p>
<p>GR 41-413.4 – DR Intake Timeframe</p>	<p><u>How long is the DR intake process?</u></p> <p>The DR intake process may take as long as 90 days to complete. Employable individuals who become enrolled in the program are changed from employable to Administratively Unemployable.</p>
<p>GR 41-413.5 – Accepted to DR Training Program</p>	<p><u>What needs to be done when the individual is accepted into a DR training program?</u></p> <ul style="list-style-type: none"> • Employability status must be reevaluated when training is completed. • The DR Counselor is contacted to determine what income DR is providing. Issuances for training expenses are exempt income. <p>Refer to GR 44-102 for details on exempt income.</p> <ul style="list-style-type: none"> • Aid is denied/terminated if deductible DR allowance exceeds the GR basic budget. • Non-exempt DR allowance is deducted from the GR grant.
<p>GR 41-413.6 – Becomes Employed</p>	<p><u>What needs to be done if the individual becomes employed as a result of the DR training?</u></p> <p>Ongoing eligibility must be determined.</p>

	Refer to GR 44-114 for details on Earned Income Disregards.
GR 41-414 – General Relief Opportunities for Work (GROW)	
GR 41-414.1 – Definition	<p><u>What is GROW?</u></p> <p>GROW is a mandatory program for employable individuals, designed to transition individuals from welfare dependency into the labor market through continuous participation in services while on GR. Program participation is 20 hours per week.</p>
GR 41-414.2 – GROW Program	<p><u>What does GROW consist of?</u></p> <p>GROW consists of an Employment Needs Evaluation conducted at intake, a one-day Orientation/Job Skills Assessment, followed by a three-week Job Skills Preparation Class. Individuals remaining unemployed upon completion are scheduled for Vocational Assessment. Based on Vocational Assessment as part of an employment plan, they are then assigned to Job Search and Education/Training. Individuals are required to participate in these activities until they become employed or for their remaining time on GR.</p> <p>Supportive services, work-related expenses and post-employment services are provided to individuals, if needed.</p>
GR 41-414.3 – 0/30/60 Day Penalties	<p><u>Does the 0/30/60 day penalty apply to GROW?</u></p> <p>Yes, 0/30/60 penalties are imposed for failure to comply with any component assignment of failure to show for any GROW appointment.</p> <p>Refer to WA No. 17 Imposing a GROW Sanction for LEADER instructions.</p> <p>Hearings for GROW-related non-compliance issues are conducted by GROW Case Managers.</p> <p>Refer to GR 44-403.5 and GR 44-403.6 for details on hearings.</p> <p>LEADER must be queried to determine whether there are both GR and GROW-related non-</p>

	<p>compliance issues outstanding. If so, eligibility and GROW staff must communicate prior to aid being resumed to ensure all issues have been resolved.</p>
<p>GR 41-415 – GROW Components</p>	<p><u>What are the GROW components?</u></p> <p>GROW individuals are involved in a variety of activities (components) designed to lead to employment.</p>
<p>GR 41-415.1 – Employment Needs Evaluation</p>	<p><u>Employment Needs Evaluation</u></p> <p>This is the first activity in GROW. It is an interview conducted at intake to capture individual information that will identify job readiness and barriers to employment. Individuals are asked questions regarding their housing arrangements, education levels, language proficiencies, work experiences, etc. This information will be reviewed by the GROW Case Manager for making referrals to appropriate services/programs. Following the Employment Needs Evaluation, the individual is automatically scheduled for Orientation and given a one-way transportation allowance for the appointment.</p>
<p>GR 41-415.2 – Orientation/Job Skills Assessment</p>	<p><u>Orientation/Job Skills Assessment</u></p> <p>Orientation is a half-day session that introduces individuals to GROW and its services. Employable GR individuals are required to attend GROW Orientation before their aid is approved. As part of the screening process, individuals are scheduled for an Orientation appointment by an Employment Specialist.</p> <p>Upon completion of Orientation, individuals will meet with their Case Manager to discuss the next activity. Attendance at Orientation/Job Skills Assessment is mandatory before aid is approved.</p> <p>If the individual fails to attend Orientation/Job Skills Assessment, GROW generates a daily list to each district. Districts must manually deny these cases for “Whereabouts Unknown” and apply the correct sanction.</p> <p>NOTE: If the individual attended Orientation/Job Skills Assessment, he/she must bring proof (ABP 1465, Grow Appraisal Appointment) to the second intake</p>

	<p>appointment.</p> <p>Refer to WA No. 16 Entering New GROW Orientation Dates for LEADER instructions.</p>
GR 41-415.3 – Job Skills Preparation Class	<p><u>Job Skills Preparation Class</u></p> <p>The three-week Job Skills Preparation Class (JSPC) consists of a one-week workshop and two weeks of directed job search activities. In the Job Skills Preparation Class, individuals learn job-seeking techniques, such as resume/application completion, mock interviews, etc. They also develop job leads, schedule interviews, network and use the internet and phone banks set up for calling prospective employers, expand job search and employer contacts, and receive continued support and connection with the program once employed. These activities are designed to motivate, build self-esteem and self-confidence, improve self-image and develop workplace skills.</p>
GR 41-415.4 – Fastrak	<p><u>Fastrak (FT)</u></p> <p>Returning GROW individuals and those over age 50 will be assigned to this three-week component. Workshops will address job retention, soft skills, barriers to employment and provide specialized employment counseling.</p>
GR 41-415.5 – Vocational Assessment	<p><u>Vocational Assessment</u></p> <p>Individuals who remain unemployed after JSPC (or Fastrak) will be assigned to professional vocational assessors who will evaluate what they need to obtain jobs. The result of assessment is an agreed upon employment plan and 20 hours per week of activities needed to achieve the employment goal. These activities will be selected from education/training, intensive case management or work experience. If needed, they may also include, as part of the 20 hours per week, participation in supportive services programs.</p>
GR 41-415.6 – Education/Training	<p><u>Education/Training</u></p> <p>Individuals who are in need of additional education or training to realize their employment goals will be assigned to a school/program that meets their needs. Upon completion, individuals may be assigned to work experience or job search until they</p>

	obtain employment or for their remaining time on aid.
GR 41-415.7 – Intensive Case Management (ICM)	<p><u>Intensive Case Management (ICM)</u></p> <p>Individuals who, at vocational assessment, are determined to be job-ready will be assigned to this activity. ICM provides directed job search activities and intensive case management assistance in finding employment. The purpose is to provide a supportive relationship between the individual and GROW Case Manager that results in the individual's employment.</p>
GR 41-415.8 – Job Services	<p><u>Job Services</u></p> <p>Individuals who have recent work history and the education necessary to obtain employment, as determined by the Vocational Assessor, are assigned to this component to look for work. They are assisted by job developers and JSPC staff, as available, at the resource centers.</p>
GR 41-415.9 – Self-Initiated Program (SIP)	<p><u>Self-Initiated Program (SIP)</u></p> <p>Individuals enrolled in education/training programs prior to Orientation/Job Skills Assessment are considered Self-Initiated. Once the Self-Initiated program is completed, individuals attend Job Skills Preparation Class, Vocational Assessment and Education/Training/Intensive Case Management until they obtain employment or for their remaining time on aid. Approval of Self-Initiated programs are conditional on:</p> <ul style="list-style-type: none"> • The individual does not already have a bachelor's degree, certificate, employable skills, or a vocational license; and • the program is consistent with the employment goal; and • attendance must be a minimum of 20 hours per week; and • the program must be likely to lead to employment in a growth occupation; and • the program must be completed within the individual's remaining time on aid.

GR 41-415.10 – Office Occupations (OP)	<p><u>Office Occupations (OP)</u></p> <p>The 12-week Office Occupations (OP) component is for individuals who express an interest in working in an office environment. Individuals in OP will work hands-on with computers and office related software programs.</p>
GR 41-415.11 – Youth Component	<p><u>Youth Component</u></p> <p>The Youth component provides services for individuals between the ages of 18 and 21, and is designed to prepare young adults to successfully enter the working world by offering a variety of employment, educational and vocational training programs. The Youth component is available to individuals after they complete Vocational Assessment, or if they are returning individuals, after completion of JSPC or Fastrak.</p>
GR 41-415.12 – Non-Custodial Parent	<p><u>Non-Custodial Parent Component</u></p> <p>The Non-Custodial Parent (NCP) component is designed to assist individuals find employment and meet their child support obligations. Individuals must complete Vocational Assessment before they can be assigned to the NCP component. Individuals who are returning to GROW after being time-limited off GR can also be referred after completing JSPC or Fastrak during their current enrollment period.</p>
GR 41-415.13 – One-Stop	<p><u>One-Stop Component</u></p> <p>The One-Stop Component is available to individuals who have completed Vocational Assessment. Individuals who are returning to GROW after being time-limited off GR can also be referred after completing JSPC or Fastrak during their current enrollment period.</p>
GR 41-415.14 – Homeless Court	<p><u>Homeless Court</u></p> <p>The Homeless Court Component is designed to help individuals resolve some of the legal barriers that may prevent them from attaining self-sufficiency. It helps individuals clear up old quality of life offenses such as: jaywalking, sleeping in public places, illegal use of shopping carts, etc., and the warrants that arise from failing to resolve these offenses.</p>

GR 41-416 – GROW Services	<p><u>What services are provided through GROW?</u></p> <p>The following services are available to all grow participants, if needed.</p>
GR 41-416.1 – Post Employment	<ul style="list-style-type: none"> • <u>Post-Employment Services</u> <p>Once employment of 20+ hours per week is obtained, job retention and other services are available to individuals who remain eligible for GR. Individuals are given the opportunity to volunteer for this component.</p>
GR 41-416.2 – Substance Abuse	<ul style="list-style-type: none"> • <u>Substance Abuse Treatment</u> <p>Individuals are screened for substance abuse problems as part of the application process. If screened positive, they are referred for assessment and treatment, if warranted.</p>
GR 41-416.3 – DV/Mental Health	<ul style="list-style-type: none"> • <u>Domestic Violence/Mental Health</u> <p>Supportive services screening for domestic violence/mental health issues will take place during the Employment Need Evaluation, Orientation/Job Skills Assessment or during Vocational Assessment. Case Managers will also make referrals any time an individual expresses the need for such services.</p>
GR 41-416.4 – Work-Related Expenses	<ul style="list-style-type: none"> • <u>Work-Related Expenses</u> <p>The following work-related expenses are provided to GROW participants:</p> <ul style="list-style-type: none"> ➤ Transportation in the form of bus passes, tokens and/or cash. <p style="padding-left: 40px;">Refer to WA No. 10 Issuing GR Transportation for GROW for LEADER procedures.</p> <ul style="list-style-type: none"> ➤ Verified costs of uniforms, shoes, tools, etc. <p style="padding-left: 40px;">Refer to WA No. 21 Issuing GROW Training/Work-Related Expenses for LEADER procedures.</p> <ul style="list-style-type: none"> ➤ Education/training costs, such as books, fees and supplies.

<p>GR 41-417 – GROW Termination Codes</p>	<p><u>What are the GROW termination codes?</u></p> <p>The following termination codes are for use in the GROW program – all of the below termination reasons are sanctionable:</p> <p>CA = Individual failed Case Manager appointment DM = Individual failed to keep Domestic Violence appointment EX = Individual failed to keep Work Experience appointment FO = Individual failed Orientation appointment FT = Individual failed to Keep Fastrak appointment JC = Individual failed to keep Job Club appointment JS = Individual failed to keep Job Search appointment MH = Individual failed to keep Mental Health appointment NC = Manual Non-Compliance OP = Individual failed to keep Office Occupation appointment OS = Individual failed to keep One-Stop appointment SP = Individual failed to comply with Self-Initiated Program Requirements TA = Individual failed to keep Education/Training appointment VA = Individual failed to keep Vocational Assessment appointment WR = Individual failed Other Employment Requirements (includes applicants who fail to complete the Needs Evaluation) WT = Individual refused Job Offer or Training YT = Individual failed to keep Youth Component appointment</p> <p>Refer to WA No. 17 Imposing a GROW Sanction for LEADER procedures.</p>
<p>GR 41-418 – GROW Referral Process</p>	<p><u>How are employable individuals referred to GROW?</u></p>
<p>GR 41-418.1 – English/Spanish Speaking</p>	<p><u>For English/Spanish-Speaking Individuals:</u></p> <ul style="list-style-type: none"> • The GROW referral process begins on the day of application. Following the eligibility screening process, or when eligibility status changes to E, individuals are referred, by the Screener, to the Employment Specialist. • The Employment Specialist conducts an

	<p>Employment Needs Evaluation, determining the individual's job readiness/employment barriers, also making an appointment for the next GROW activity, Orientation/Job Skills Assessment and issuing one-way transportation to the activity. See the GROW Intranet for the Employment Specialist Guidelines.</p> <ul style="list-style-type: none"> • Individuals failing to see the Employment Specialist for an Employment Needs Evaluation, or failing to attend Orientation/Job Skills Assessment, will have their GR application denied. <p>NOTE: Failure to meet these GROW requirements also makes the individual ineligible to Food Stamps. When an individual is sanctioned for failure to comply with a GROW component, he/she must also receive a Food Stamp E&T sanction.</p>
<p>GR 41-418.2 – Non-English/ Non-Spanish Speaking</p>	<p><u>For Non-English/Non-Spanish Speaking Individuals and Approved Individuals:</u></p> <ul style="list-style-type: none"> • Non-English/Non-Spanish speaking individuals are automatically referred to GROW by mail via the ABP 1461-B, GROW Orientation Appointment, (an out of drawer form) after aid is approved. • When an approved individual's employability status changes to E, he/she is also automatically referred to GROW by mail via the ABP 1461-B.
<p>GR 41-418.3 – Employed Individuals</p>	<p><u>Are employed individuals referred to GROW?</u></p> <p>Yes, individuals who are employed, whether full or part-time, are required to participate in GROW. Participation requirements, based on the number of hours the individual is employed, are determined by the GROW Case Manager.</p>

GR 42-200 PROPERTY

Table of Contents

GR 42-201 – Definitions

GR 42-201.1	Real Property
GR 42-201.2	Personal Property
GR 42-201.3	Ownership
GR 42-201.4	Entitled to Own Property

GR 42-202 – Transfer of Property

GR 42-202.1	Definition
GR 42-202.2	Transfer
GR 42-202.3	Period of Ineligibility
GR 42-202.4	Verification

GR 42-203 – Liens

GR 42-203.1	Requirement
GR 42-203.2	Hotline Property Services Referral
GR 42-203.3	Written Property services Referral
GR 42-203.4	Waiver

GR 42-204 – Property Items to be Evaluated

GR 42-204.1	Evaluate Real Property
GR 42-204.2	Evaluate Personal Property

GR 42-205 – Community Property

GR 42-205.1	Definition
GR 42-205.2	Ownership of Community Property
GR 42-205.3	Exceptions to Community Property

GR 42-206 – Separate Property

GR 42-207 – Shared Ownership

GR 42-208 – Real Property Used as a Home

GR 42-208.1	Eligible to Own Real Property
GR 42-208.2	Verification
GR 42-208.3	Property Services Referral
GR 42-208.4	Homeowner's Tax Exemption

GR 42-209 – Real Property Not Used as a Home

GR 42-209.1	Verification Real Property Not Used as a Home
GR 42-209.2	Transfer to Approved File

GR 42-210 – Real Property Held to Produce Income

- GR 42-210.1 Requirement
- GR 42-210.2 6% Utilization Requirement
- GR 42-210.3 6% Utilization Formula
- GR 42-210.4 6% Utilization NOT Met
- GR 42-210.5 Case With Property Used to Produce Income Transferred to Approved File
- GR 42-210.6 New Ownership Reported

GR 42-211 – Personal Property Cash/Negotiables/Bank Accounts

- GR 42-211.1 Allowable Amount
- GR 42-211.2 Verification
- GR 42-211.3 Property Services Referral

GR 42-212 – Personal Property Crypt/Niche/Interment Space/Insurance Policy

- GR 42-212.1 Crypt, Niche, Interment Space
- GR 42-212.2 Insurance Policy
- GR 42-212.3 Verification
- GR 42-212.4 Property Services Referral

GR 42-213 – Determining Amount of Personal Property

GR 42-214 – Vehicle

- GR 42-214.1 Motor Vehicle
- GR 42-214.2 Mobil/Motor Homes
- GR 42-214.3 Ownership of Vehicle
- GR 42-214.4 Verification
- GR 42-214.5 Property Services Referral
- GR 42-214.6 Inoperable Vehicle
- GR 42-214.7 Individual Disagrees With Determined Value
- GR 42-214.8 DMV Registration Card
- GR 42-214.9 Vehicle Registered Out of State (NADA)

GR 42-215 – Other Personal Property Exemptions

GR 42-216 – Excess Property

- GR 42-216.1 Acquiring Personal Property
- GR 42-216.2 Repay GR
- GR 42-216.3 Excess Property
- GR 42-216.4 Verification
- GR 42-216.5 Lump Sum Payments
- GR 42-216.6 Lottery Winnings
- GR 42-216.7 Treatment of Lump Sum Payment
- GR 42-216.8 Verification of Lump Sum Payments
- GR 42-216.9 Spend Down of the Lump Sum Payment
- GR 42-216.10 Lump Sum Payment Prior to Application

GR 42-217 – Property Services Referrals

- GR 42-217.1 When to Make a Property Services Referral
- GR 42-217.2 Kinds of Referrals
- GR 42-217.3 Hotline Property Services Referrals
- GR 42-217.4 Written Property Services Referrals

GR 42-218 – Property Services Referral Process

- GR 42-218.1 Prior to Making a Referral
- GR 42-218.2 Procedures for Hotline Property Services Referrals
- GR 42-218.3 Written Property Services Referrals PA 621

GR 42-200 Property

GR 42-201 – Definitions	
GR 42-201.1 – Real Property	<p><u>What is real property?</u></p> <p>Real property is described as land and improvements, including but not limited to, houses, apartments, commercial buildings, trees and fences. Also to be evaluated as real property is property currently in escrow as part of an estate or patented (e.g., timber or mining rights).</p>
GR 42-201.2 – Personal Property	<p><u>What is personal property?</u></p> <p>Personal property is described as “belongings” or interests in belongings, which may be easily transported or stored (e.g., stocks, savings bonds, etc.). Personal property may also be a valuable right, such as an unpaid debt.</p>
GR 42-201.3 – Ownership	<p><u>How is the owner of property determined?</u></p> <p>The owner of property is the person who holds legal title to the property except:</p> <ul style="list-style-type: none">• When title is held only for convenience and the individual has no right to receive the proceeds from the sale of the property. <p><u>EXAMPLE:</u></p> <p>The actual owner of an apartment complex is out of the state and has asked the individual to manage the property.</p> <ul style="list-style-type: none">• When legal title to property is given up for convenience, the person giving up title is considered the owner of the property. <p><u>EXAMPLE:</u></p> <p>The individual transfers property to his or her brother, so that the brother can sell it. However, the actual owner is still the individual and he would receive the proceeds of the sale.</p>
GR 42-201.4 – Entitled to Own Property	<p><u>Who is entitled to own property?</u></p>

	<ul style="list-style-type: none"> • Adults <p>Adult individuals are entitled to own property within the GR property limitations.</p> <p><u>EXAMPLE:</u></p> <p>When an adult brother and sister live together, each is entitled to both the real and personal property limitations separately according to the standards in this chapter.</p> <ul style="list-style-type: none"> • Families <p>Spouses, including common-law relationships recognized by other states, their minor children, and 18 year olds attending high school or trade school, are entitled to own property within the GR property limits for families as spelled out in this chapter. Spouses without minor children are also to be treated as family.</p>
<p>GR 42-202 Transfer of Property</p>	
<p>GR 42-202.1 – Definition</p>	<p><u>What is the transfer of property?</u></p> <p>A transfer of property is defined as property sold or given away, in whole or in part.</p>
<p>GR 42-202.2 – Transfer</p>	<p><u>If an individual transfers property, how is the case affected?</u></p> <p>It is presumed that a voluntary transfer of real or personal property made within two years prior to application for GR was made for the purpose of qualifying for GR. It is also presumed that a voluntary transfer of real or personal property made while receiving GR was made for the purpose of avoiding repayment of aid. However, the individual is provided an opportunity to rebut such a presumption.</p> <ul style="list-style-type: none"> • When the total value of the transferred property, plus the total value of other real/personal property owned at the time of the transfer or subsequently, is less than limits in this chapter, the transfer is not presumed to have been made for the purpose of qualifying for GR or to avoid repayment of aid. <p><u>EXAMPLE:</u></p>

	<p>The individual owned a vehicle valued at \$2,250 that he gave to his mother prior to his application for GR. Because the value of the vehicle did not make the individual ineligible, it is assumed the transfer was not made to qualify for benefits.</p> <p><u>EXAMPLE:</u></p> <p>The individual owned one piece of property, the house he lived in, valued at \$30,000. Prior to application, he deeded the house to his sister. Because the value of the home would not make the individual ineligible, it is assumed the transfer was not made to qualify for benefits.</p>
<p>GR 42-202.3 – Period of Ineligibility</p>	<p><u>What happens when the individual cannot explain what happened to the property?</u></p> <p>Any individual, who has made a voluntary transfer of property and does not have acceptable receipts or a satisfactory explanation of what happened to the property, is ineligible to GR for a period of time following the date of transfer.</p> <p>The period of ineligibility is determined by LEADER using the following formula:</p> <ul style="list-style-type: none"> • The amount by which the property exceeded the limits on real and personal property is divided by the monthly basic GR budget grant for the individual(s). • The result is the number of months of ineligibility beginning with the date the property was transferred. <p><u>EXAMPLE:</u></p> <p>An individual had \$2,260 in a savings account that he gave to his daughter as a gift on August 1, 1998. He has no other property and applied for GR on September 1, 1998. He is unable to show that the transfer was not made to qualify for aid.</p> <p>The value of the transferred property in excess of the property limits is \$2,210 (\$2,260 minus the \$50 individuals may retain). The \$2,210 is divided by the grant of \$221 (\$2,210 divided by \$221 equals 10). The individual is ineligible for ten months, from August 1, 1998 through May 31, 1999. He is eligible June 1, 1999.</p>

GR 42-202.4 – Verification	Verification: If LEADER does not determine the period of ineligibility, the Worker’s manual calculation is noted in Case Comments.
GR 42-203 – Liens	
GR 42-203.1 – Requirement	<p><u>Is an individual required to sign a lien on real property?</u></p> <p>Yes, as a condition of receiving GR, a lien must be taken and if possible, recorded on all real property in which the individual has an interest. The lien covers GR issued within four years prior to the date of the lien and all GR issued after the lien is taken.</p>
GR 42-203.2 – Hotline Property Services Referral	<ul style="list-style-type: none"> • A “hotline” Property Services referral may be initiated to request processing of a lien for “emergent” or regular approval of an application. <p>Refer to GR 42-217 and GR 42-218 for referral instructions.</p>
GR 42-203.3 – Written Property Service Referral	<ul style="list-style-type: none"> • When a written Property Services referral is initiated for processing of the lien, a 90-day Future Action Control (FAC) is set for a Property Services response. The referral is a manual process. <p>Refer to GR 42-218 for referral instructions.</p>
GR 42-203.4 – Waiver	<ul style="list-style-type: none"> • The requirements for taking a lien can be waived when the individual receives aid for 30 days or less and does not reapply and receive assistance. Should the individual reapply within 30 days, a lien must be taken. <p>The waiver is only allowed once in any 12-month period.</p> <ul style="list-style-type: none"> • Although a lien will be taken on all real property, up to \$500 per individual is not counted from the sale of real property for burial expenses when the individual has no other way to pay for a burial. • The signature of the individual is obtained on a lien, even if the property is owned jointly with others. • If, for some reason, the lien cannot be recorded (i.e., jointly owned property where the co-owner refuses to sign a lien), the lien will be returned to

	<p>the district to be filed in the Miscellaneous/Property folder. The individual must sign the lien in order to remain eligible to GR.</p>
<p>GR 42-204 – Property Items to be Evaluated</p>	
<p>GR 42-204.1 – Evaluate Real Property</p>	<p><u>What real property needs to be evaluated?</u></p> <p>In addition to the property described in GR 42-201, the following are evaluated as real property and subject to property limits.</p> <ul style="list-style-type: none"> • Real property being bought or sold under contract of sale. • Real property being bought or sold while held in escrow. • Real property held in trust, if it is available for sale, transfer, or use. • Real property in an undistributed estate, if it is available for use. • Patented or unpatented mining claims, timber (standing), oil or mineral rights.
<p>GR 42-204.2 – Evaluate Personal Property</p>	<p><u>What personal property needs to be evaluated?</u></p> <p>In addition to the items described in GR 42-201, the following must be evaluated. This includes items for which the individual is still making loan payments:</p> <ul style="list-style-type: none"> • Crypts or niches held for profit. In other words, not held for the personal use of the individual. • Cash surrender value of life insurance on the life of the individual. • Motor vehicles, cars, trucks, motorcycles, motorbikes, motor scooters, mopeds, minibikes, dune buggies, electric cars, etc. • Value of stocks and bonds. • Motor homes, campers, house trailers, boats, etc., when not used as a home. • Mobile homes.

	<ul style="list-style-type: none"> • Any other property not classified as real property.
Credit Card	<p><u>Are credit cards counted in determining property limits?</u></p> <p>No, credit cards are not considered property or resources.</p>
GR 42-205 – Community Property	
GR 42-205.1 – Definition	<p><u>What is Community property?</u></p> <p>Community property (real or personal) is property obtained by spouses during marriage (unless obtained as <u>separate property</u>), as described in GR 42-206 below.</p> <p>Community property includes property purchases with:</p> <ul style="list-style-type: none"> • community funds, • funds recovered from the sale of community property, or • personal credit of either spouse. <p>Property purchased with funds that cannot be identified as separate property is considered community property.</p>
GR 42-205.2 – Ownership of Community Property	<p><u>How is ownership of community property determined?</u></p> <p>Each spouse is presumed to own a one-half interest in community property, regardless of which spouse has the property. All property held in the name of the spouse is presumed to be community property unless evidence establishes it to be separate property.</p> <p>See GR 42-206 for definitions of separate property.</p>
GR 42-205.3 – Exceptions to Community Property	<p><u>Are there any exceptions to ownership of community property?</u></p> <p>Yes, following are the exemptions:</p> <ul style="list-style-type: none"> • In the case of domestic violence/battered individual, the value of the property is excluded in

	<p>determining eligibility for GR.</p> <p>Refer to GR 40-101 for details on battered persons and Victims of Domestic Violence.</p> <ul style="list-style-type: none"> • Burial trusts and interment plots are considered the separate property of the spouse who is to be the beneficiary or user.
<p>GR 42-206 – Separate Property</p>	<p><u>What is separate property?</u></p> <p>Separate property is:</p> <ul style="list-style-type: none"> • Property owned by spouses prior to their marriage. • Property obtained during marriage when: <ul style="list-style-type: none"> ➤ Received from the sale of separate property, ➤ Purchases with funds which are separate property, ➤ Received by gift or inheritance, ➤ Awarded to a married person in a civil action for personal injuries, or ➤ Received by a spouse living apart and the couple do not plan to live together again. The income of the separated, unaided spouse and of the minor children living with that spouse or in the spouse’s custody is his/her separate property.
<p>GR 42-207 – Shared Ownership</p>	<p><u>If title is shared with others, how much of the property belongs to the individual?</u></p> <p>It is presumed that those who share title (such as in joint tenancy) have equal rights to possess, control, and use the property.</p> <p>This presumption, however, may be refuted by evidence to the contrary. The source and amount of funds invested in the property must be determined in order to arrive at the share that the individual and/or his or her spouse/minor children actually own.</p>

	<p><u>EXAMPLE:</u></p> <p>An individual and his brother own property. The individual paid 10% of the purchase price and his brother paid 90%. It could be accepted that they do not have equal rights to possess, control, and use the property. In this instance, 10% of the value of the property is considered for property limitations.</p> <ul style="list-style-type: none"> • A victim of domestic violence or “battered” individual who shares title is exempt from this presumption when: <ul style="list-style-type: none"> ➤ Title shared is in the home the domestic violence or “battered” individual left. ➤ The spouse/other titleholder remains in the home.
<p>GR 42-208 – Real Property Used as a Home</p>	
<p>GR 42-208.1 – Eligible to Own Real Property</p>	<p><u>Can an individual who has real property used as a home be eligible?</u></p> <p>Yes, individuals may be eligible to GR and keep one piece of real property used as a home, whether owned by themselves or with others, if the assessed value is \$34,000 or less.</p> <p>Individuals may retain real property not used as a home if the assessed value is \$34,000 or less, subject to the lien requirements.</p> <p>Refer to GR 42-203 and GR 42-209 for details on liens.</p>
<p>GR 42-208.2 - Verification</p>	<p><u>How is ownership and value of real property located in Los Angeles County verified?</u></p> <ul style="list-style-type: none"> • The most recent tax statement is reviewed. • If the tax statement is not available, the Property Services Section is contacted to obtain the assessed value. The information obtained in the telephone contact is documented in the Case Comments Section.
<p>GR 42-208.3 – Property Services Referral</p>	<p><u>Is a Property Services referral needed?</u></p>

	<p>Property Services referrals should not be made except in extraordinary circumstances when the value or status of property cannot be determined.</p>
<p>GR 42-208.4 – Homeowner’s Tax Exemption</p>	<p><u>Are real property owners required to file a Homeowner’s Tax Exemption?</u></p> <p>Yes, individuals who own real property, and use it as a home, are required to file a Homeowner’s Tax Exemption.</p> <ul style="list-style-type: none"> • Emergency aid may be issued pending filing, if otherwise eligible. • Viewing the Homeowner’s Tax Exemption receipt or the current property tax bill is sufficient verification. • Documentation of the filing is to be entered in the Case Comments.
<p>GR 42-209 – Real Property Not Used as a Home</p>	<p><u>Can an individual own real property not used as a home?</u></p> <p>Yes, real property not used as a home may be retained, provided:</p> <ul style="list-style-type: none"> • The total value of real property does not exceed \$34,000 in assessed value, even if the individual is a part owner, <u>and</u> • The individual agrees to make a continuous and genuine effort to sell the property at a fair market price, subject to the limits spelled out in sections below. • A continuous and genuine effort consists of, but is not limited to, any of the following: <ul style="list-style-type: none"> ➢ “For Sale” sign in front of the property. ➢ Newspaper advertisements. ➢ Listing with a real estate agent. • Funds from the sale of the property must be used by the individual to meet needs and/or to repay GR received. • At intake individuals have up to one year from the date of GR application to sell the property. Approved individuals have up to one year from the date of notification to sell the property.

<p>GR 42-209.1 – Verification Real Property Not Used as a Home</p>	<p><u>How is ownership and value of real property that is located in Los Angeles County determined?</u></p> <ul style="list-style-type: none"> • The most recent tax statement is reviewed to determine the assessed value. • When the assessed value exceeds the \$34,000 limit, the case is denied. • When assessed value is \$34,000 or less: <ul style="list-style-type: none"> ➤ The individual is informed to take immediate steps to sell the property at a fair market value (or total assessed value) within one year from the date of the application and must notify the Worker immediately when the property is sold. ➤ A PA 608, Notice or Requirement to Sell Real Property, is completed. The PA 608 is an out of drawer form. ➤ A manual FAC is set for ten months from the date of the application to follow-up on sale of the property. ➤ Failure to make a continuous and genuine effort to sell the property, or to complete the sale within one year, makes the individual ineligible to GR and the case is terminated. • If the tax statement is not available, the Property Services Section is contacted to obtain the assessed value. The information obtained in the telephone contact is documented in the Case Comments Section.
<p>GR 42-209.2 – Transfer to Approved File</p>	<p><u>What needs to be done when a case with real property, not used as a home, is transferred to an approved file?</u></p> <ul style="list-style-type: none"> • Cases transferred from intake with the FAC for the sale of property, are reviewed to ensure a PA 608 was initiated. <p>NOTE: If a PA 608 was not given to the individual, an interview is scheduled and the above procedures followed, allowing the individual 12 months from the date of the interview.</p>

	<ul style="list-style-type: none"> • On the specified control date, if the individual has not communicated with the Worker, the individual is contacted to determine if a continuous and genuine effort is being made to sell the property. <ul style="list-style-type: none"> ➤ If the individual is not making a continuous and genuine effort to sell the property, GR is terminated. ➤ If the individual is making a continuous and genuine effort to sell the property: <p style="margin-left: 40px;">The individual is reminded of the requirement and the 12 month time limit (the full 12 months is to be allowed).</p> <p style="margin-left: 40px;">If property is not sold, the case is terminated effective the end of the 12 month period.</p> ➤ The PA 608 is filed in the Property folder. <ul style="list-style-type: none"> • If property has been sold, the value of proceeds is determined and treated as personal property. • If an approved individual reports new ownership of property, a PA 608 is completed and mailed to the individual.
<p>GR 42-210 – Real Property Held to Produce Income</p>	
<p>GR 42-210.1 – Requirement</p>	<p><u>When applying for aid, can real property used to produce income be kept?</u></p> <p>Individuals may have property consisting of multiple units <u>only when the units are physically located in the same building in which the individual lives.</u> Otherwise, the property is treated as real property not used as a home.</p> <ul style="list-style-type: none"> • Units not occupied by the individual must produce annual income equaling at least 6% of their share of the assessed value of this real property. This is referred to as the 6% utilization requirement. <p>Refer to GR 44-122 for treatment of income from real property.</p>

<p>GR 42-210.2 – 6% Utilization Requirement</p>	<p><u>How is the 6% utilization requirement determined?</u></p> <p>To determine utilization, at intake, the Worker completes the following steps:</p> <ul style="list-style-type: none"> • The monthly <u>net</u> income is determined from the rental income computation instructions outlined in: Refer to GR 44-122 for treatment of income from real property. • The amount of computed income is deducted at the time of case approval. • Six percent of the individual's share of the assessed value of the real property is determined. • From that, it is determined if the individual meets the property utilization requirement as computed by the formula below.
<p>GR 42-210.3 – 6% Utilization Formula</p>	<ul style="list-style-type: none"> • To determine if the 6% utilization requirement is met, the Worker uses the following formula (*this is not automated on LEADER): <ol style="list-style-type: none"> 1. Total assessed value of real property \$_____ 2. 6% per year utilization requirements <u>x .06</u> 3. Net income necessary to meet utilization requirements (line 1 x line 2) \$_____ 4. Individual's share (line 3 divided by number of owners) \$_____ 5. Annual net rental income as computed above (monthly net income x 12) _____ <p>The calculation is recorded in Case Comments.</p> <p>When the amount on line 4 is less than the amount on line 5, the 6% utilization requirement <u>is</u> met.</p>
<p>GR 42-210.4 – 6% Utilization <u>NOT</u> Met</p>	<p>When the amount on line 4 is more than the amount on line 5, the utilization requirement <u>is not</u> met.</p> <p>When the utilization requirement is not met, an interview is set up for the individual and the individual is advised:</p>

	<ul style="list-style-type: none"> • That immediate steps must be taken to increase the income from the real property to at least the minimum amount indicated in line 4 of the utilization computation above and must immediately report to the Worker when property utilization requirements are met. • This requirement must be met within one (1) year from the date of notification. Failure to comply results in termination. • A PA 611 (Notice of Property Utilization Requirement”, is completed with the original given to the individual, and the copy filed in the Active folder. • The FAC is set for ten months from the date of the (PA 611) individual notification.
<p>GR 42-210.5 – Case With Property Used to Produce Income Transferred to Approved File</p>	<p><u>What needs to be done when a case with real property used to produce income is transferred to an approved file?</u></p> <p>For approved cases, when the individual owns or possesses any real property units held to produce income:</p> <ul style="list-style-type: none"> • Cases transferred from intake with the FAC for property utilization are reviewed to ensure a PA 611 was initiated. <p>Note: If the PA 611 was not initiated, the individual is contacted to set up an interview and procedures outlined above are followed. The control date is reset.</p> <p>Refer to Schedule Appointment for LEADER procedures on scheduling an appointment.</p> <ul style="list-style-type: none"> • At the end of the ten month control period, the individual is contacted to determine if the 6% property utilization requirements have been met. <ul style="list-style-type: none"> ➤ If requirements are not met, the individual is reminded of the one year utilization limit, the FAC is reset for termination effective at the end of the 12 month period. The PA 611 is filed in the Property folder. ➤ If requirements are met, the new amount of

	income is deducted from the GR grant and the PA 611 filed in the Property folder.
GR 42-210.6 – New Ownership Reported	<p><u>What needs to be done when an individual in an approved case reports new ownership?</u></p> <p>The above 6% utilization requirement must be met when information of <u>new</u> ownership of property is received.</p> <p>NOTE: If ownership of property is not new, information is evaluated for potential fraud.</p>
GR 42-211 – Personal Property Cash/Negotiables/Bank Accounts	
GR 42-211.1 – Allowable Amount	<p><u>How much personal property can be kept for each eligible person?</u></p> <p>Except as otherwise described below, personal property worth up to \$500 for each aided person may be kept.</p> <ul style="list-style-type: none"> • <u>At intake</u>, for each adult, a maximum of \$50 (\$100 for family cases) cash on hand, negotiable instruments (e.g., savings bonds, stocks, etc.), and/or money in a checking or savings account may be kept. The entire case is ineligible when an individual/family has more than the maximum. • <u>For each GR approved case</u>, regardless of the number aided, a maximum of \$1,500 cash on hand, negotiable instruments, and/or money in a checking or savings account in addition to their share of the GR grant may be retained (or the GR grant plus income, if they have income).
GR 42-211.2 – Verification	<p><u>Verification:</u></p> <ul style="list-style-type: none"> • The recently updated passbook and/or most recent account statement are reviewed. • When the individual does not have a recent statement or if there is borderline eligibility, a current statement from the bank, credit union or savings and loan must be provided. • When the individual only has a passbook for his/her account, it must be updated by the

	institution.
GR 42-211.3 – Property Services Referral	<p><u>Is a Property Services referral needed?</u></p> <p>Property Services referrals should not be made except in extraordinary circumstances when the value or status of property cannot be determined.</p>
GR 42-212 – Personal Property Crypt/Niche/Interment Space/Insurance Policy	
GR 42-212.1 – Crypt, Niche, Interment Space	<p><u>Can an individual own a crypt, niche, or interment space?</u></p> <p>Each individual may have one crypt, niche, or interment space, for personal use up to a maximum value of \$500. Any amount over \$500 must be counted as part of the resource limit.</p> <p>NOTE: For those who own a pre-need, non-transferable, non-reimbursable funeral plan, a statement must be on file indicating there is no cash value/reimbursement available on the plan.</p>
GR 42-212.2 – Insurance Policy	<p><u>Can an individual own an insurance policy?</u></p> <p>Yes, the first \$500 of the CSV (cash surrender value – the amount received if the policy is surrendered/converted to cash) is exempt on insurance policies on the life of each individual to pay for burial, provided the individual has no other way to pay for burial expenses.</p> <p>If any individual has no other means to pay for burial/funeral expenses (excluding any crypt, niche, or interment space), and:</p> <ul style="list-style-type: none"> ➤ The cash surrender value is \$500 or less, the entire amount is exempted. ➤ The cash surrender value is \$501 or more, the first \$500 is exempted. The amount above \$500 is to be included as part of the individual’s personal property in determining GR eligibility. <p>If the insurance policy is not for burial/funeral</p>

	<p>expenses, or if other means of burial are available, the total cash surrender value is included as part of the individual's personal property in determining GR eligibility.</p>
<p>GR 42-212.3 – Verification</p>	<p><u>Verification:</u></p> <ul style="list-style-type: none"> • The CSV is determined using the chart on the policy. • When the individual does not have the actual policy, a replacement or statement from the insurance company must be provided. <p>The following is entered in Case Comments:</p> <ul style="list-style-type: none"> • the purpose of the insurance policy, • whether there is any other source to pay for burial/funeral expenses, and • the CSV of the policy.
<p>GR 42-212.4 – Property Services Referral</p>	<p><u>Is a Property Services referral needed?</u></p> <p>Property Services referrals should not be made except in extraordinary circumstances when the value or status of property cannot be determined.</p>
<p>GR 42-213 – Determining Amount of Personal Property</p>	<p><u>How is the total amount of personal property determined?</u></p> <p>LEADER determines the total amount of personal property by adding the CSV and crypt amounts over \$500 to the value of stocks, bonds, and other property.</p> <p>The total cannot be over \$500 per person.</p>
<p>GR 42-214 – Vehicle</p>	
<p>GR 42-214.1 – Motor Vehicle</p>	<p><u>Can an individual own a motor vehicle?</u></p> <p>Yes.</p> <ul style="list-style-type: none"> • <u>In single person cases</u>, the individual may own an interest in <u>one</u> motor vehicle with a retail value of \$4,500 or less, regardless of how much is owed. Only one motor vehicle may be retained, whether or not the vehicles are inoperable.

	<ul style="list-style-type: none"> • <u>In family cases</u> (two or more persons aided), families that live together are entitled to own an interest in one motor vehicle with a retail value of \$4,500 or less, regardless of how much is owed. • For both adult and family cases, motor vehicles include, but are not limited to cars, trucks, motorbikes, motorcycles, mopeds, minibikes, dune buggies, and electric cars.
<p>Leased Car</p>	<p><u>Is a leased car considered property?</u></p> <p>No, leased cars are not considered property and are not subject to the property limits.</p>
<p>GR 42-214.2 – Mobile/Motor Homes</p>	<p><u>Can individuals on GR have mobile/motor homes?</u></p> <p>Yes.</p> <ul style="list-style-type: none"> • A motor home, house trailer, or houseboat used as the residence of the individual is exempt if the market value does not exceed \$11,500. When the motor home, house trailer, boat, or houseboat is not used as a residence, property utilization requirements must be met. <p>Refer to GR 42-210 for property utilization information.</p> <ul style="list-style-type: none"> • A mobile home used as the residence of the individual is exempt if the market value does not exceed \$15,000. The value can be determined through either property tax statement or DMV, depending on the year manufactured. When the mobile home is not used as a residence, property utilization requirements must be met. <p>Refer to GR 42-210 for property utilization information.</p> <p>NOTE: A mobile home, as distinguished from a house trailer or motor home, cannot be towed by a car, pickup truck, etc. Rather, it must be moved professionally because of its size.</p>
<p>GR 42-214.3 – Ownership of Vehicle</p>	<p><u>How is ownership determined for motor vehicles, other than trucks and commercial vehicles, which are registered in California?</u></p>

	<ul style="list-style-type: none"> • The vehicle registration is reviewed. • If the individual does not have the vehicle registration, he/she is required to obtain a duplicate form from the DMV.
<p>GR 42-214.4 – Verification</p>	<p><u>How is the value of motor vehicles determined?</u></p> <p>The value of automobiles, motorcycles and other similar vehicles is automated in LEADER; however, LEADER is not able to determine the value of the vehicles listed below. A Property Services referral, via Hotline or written referral method is needed for:</p> <ul style="list-style-type: none"> ➤ Trucks ➤ Commercial vehicles ➤ Motor/mobile homes ➤ Boats/trailers ➤ Houseboats ➤ Vehicles registered in another state ➤ Antique vehicles ➤ Any vehicle with a VLF classification higher than “DB” <p>See GR 42-218 for procedures for Property Services referrals.</p>
<p>GR 42-214.5 – Property Services Referral</p>	<p><u>Is a Property Services referral needed?</u></p> <p>Property Services referrals should not be made except in extraordinary circumstances when the value or status of property cannot be determined, such as the list of vehicles above.</p>
<p>GR 42-214.6 – Inoperable Vehicle</p>	<p><u>How is the value of vehicle determined when it is inoperable?</u></p> <p>If a motor vehicle owned by an individual is inoperable, the value, as determined above, may be reduced by the amount estimated to be required for necessary repairs.</p> <p>The individual must secure at least two estimates for necessary repairs. The lowest estimate is used in determining the value of the motor vehicle. Property Services may be able to assist in this determination if the individual is unable to get the necessary estimates.</p>
<p>GR 42-214.7 – Individual Disagrees</p>	<p><u>What happens when the individual does not agree with the determined value of a vehicle?</u></p>

<p>with Determined Value</p>	<p>If the individual does not agree with the determined value, three appraisals by auto dealers, insurance adjustors, or personal property appraisers may be submitted for consideration.</p> <ul style="list-style-type: none"> • The average of the three appraisals is used to determine the value of the motor vehicle. • Hotline or written Property Services referrals may be initiated in questionable situations. • The appraisals must appear on letterhead or other printed material showing the name of the appraising facility/person. • The appraisal must be signed and dated, within 30 calendar days of presentation to DPSS, by the person making the appraisal. • The total of the three appraisals and the average is documented in Case Comments.
<p>GR 42-214.8 – DMV Registration Card</p>	<p><u>Can the DMV Automobile Registration Card be used to determine the license fee?</u></p> <p>Yes, the license fee for a motor vehicle registered in California can be determined by viewing the current DMV Automobile Registration Card; however, the license fees on the registration form are not to be used. Instead, the class and year first sold is used.</p> <p>This method is applicable to all “motor Vehicles” except those without a two letter class designator or those with a two letter class designator that are not included in the table. Such vehicles must be referred to Property Services for evaluation.</p>
<p>GR 42-214.9 – Vehicle Registered Out of State (NADA)</p>	<p><u>How is the value of a vehicle registered out of state determined?</u></p> <p>For individuals possessing a motor vehicle registered out of state, a Hotline Property Services referral may be made to obtain the vehicle value or staff may refer to the current National Automobile Dealer Association (NADA) guide, if available in the district.</p>
<p>GR 42-215 – Other Personal Property Exemptions</p>	<p><u>Are there exemptions to the personal property limits?</u></p> <p>Yes, the following are exempt from the personal</p>

property limits:

- Necessary household furnishing and personal effects are exempt, as follows:

- Appliances such as stoves, refrigerators, dishwashers, washer/dryer, etc.
- Furniture, such as tables, chairs, beds, dressers, etc.
- Televisions.
- Stereo equipment.
- Linens, towels and clothing, except furs.
- Engagement and wedding rings.

- Relocation benefits:

Any relocation benefits received from a **governmental agency** by the individual for being moved from a residence, whether owned or rented, are exempt.

Refer to **GR 44-102.9** for treatment of relocation benefit income.

- Homeowner/Renter Assistance

Homeowner/Renter Assistance funds received from the State Franchise Tax Board are exempt.

Refer to **GR 44-102.12** for treatment of Homeowner/Renter Assistance income.

- Earned Income Tax Credit (EITC)

EITC funds received from the Internal Revenue Service as a lump sum or advanced by an employer on each paycheck are exempt.

Refer to **GR 44-114** for details on EITC.

- Tools

For employable and temporarily unemployable individuals, tools normally used in his/her trade are exempt. See **GR 41-301** for the definition of temporarily unemployable.

	<ul style="list-style-type: none"> • <u>Retirement System Funds</u> <p>Funds in a retirement system are exempt <u>when all of the following apply:</u></p> <p>The person is on medical leave from work.</p> <ul style="list-style-type: none"> ➤ All of the funds are retained in the retirement system. ➤ If is medically determined that the person will be able to return to work within six months after the date of application for GR.
<p>GR 42-216 – Excess Property</p>	
<p>GR 42-216.1 – Acquiring Personal Property</p>	<p><u>What happens when an individual with an approved case acquires real or personal property?</u></p> <p>Any real or personal property acquired by an individual, including instances of “sudden wealth” due to an inheritance, or gift, is evaluated when an individual reports the receipt of the property and its value on the QR 7. When the value of all property exceeds the established property limits, the individual may be ineligible for GR. However, the individual should be informed that he/she can use the excess property to repay any aid given to him/her. This will reduce the amount of the excess resources, and may bring down his/her resources to below the \$1,500 limit allowed for continued GR eligibility.</p> <p>If the individual’s property exceeds the established property limits, and the individual is ineligible for GR, he/she may reapply for GR after he/she has spent down the resource to below the resource limit.</p> <p>NOTE: The period of ineligibility (POI) is no longer applied to lump sum payments.</p> <p>See GR 42-202 for situations under which a POI applies.</p> <p>See GR 42-216.5 for treatment of Lump Sum Payments</p> <p>See GR 42-216.9 for Spend Down Policy.</p>

<p>GR 42-216.2 – Repay GR</p>	<p><u>Can individuals repay GR?</u></p> <p>Yes, individuals who become ineligible because they have or acquire property that exceeds the GR property limit should be given an opportunity to immediately repay all aid given to them. If the individual chooses to make an immediate repayment of aid:</p> <ul style="list-style-type: none"> • The total aid received, less the GR amount credited for working on a County GR Workfare Project, is computed. • The District Cashier is notified, via a gram, of the amount being paid and the individual is escorted to the District Cashier for repayment processing. • The green copy of the Departmental Receipt is filed in the Active Folder.
<p>GR 42-216.3 – Excess Property</p>	<p><u>What happens if the individual has excess property?</u></p> <p>If the individual does not choose to make an immediate repayment of aid or excess property remains after repayment of GR, the entire GR household is terminated from GR.</p> <p>If repayment of GR has not been made, a PA 495, Request for Collection Adult Benefits Payments, (an out of drawer form) is initiated for collection.</p> <p>Refer to GR 44-310 for details on collectible income.</p> <p>Refer to GR 44-107 for details on treatment of lump sum payment.</p>
<p>GR 42-216.4 – Verification</p>	<p>Verification: Case Comments must contain a clear statement that indicates the type and value of the individual’s excess property. The case termination is automated on LEADER.</p>
<p>GR 42-216.5 – Lump Sum Payments</p>	<p><u>What are Lump Sum Payments?</u></p> <p>Lump sum payments are non-recurring or irregular payments that are not expected to continue. Lump sum payments result from awards of benefits or settlements, gifts, lottery winnings, or irregular earnings.</p>

	<p>Examples include:</p> <ul style="list-style-type: none"> • Retroactive Social Security (not SSI/SSP); • Veteran's Administration benefits; • Insurance and court settlements; • Income tax refunds; • Cash gifts • Gate monies received by inmates released from State prisons; and, • Inheritances. <p>Refer to GR 42-216.10 for additional information on gate money.</p>
<p>GR 42-216.6 – Lottery Winnings</p>	<p><u>Are lottery winnings treated as property?</u></p> <p>Yes. Only the net lottery winnings received by the individual are considered property. This is the net dollar amount received by the individual after tax withholdings and/or any other monies withheld for such reasons as delinquent child support, or overpayment collection.</p> <p>If the individual's lump sum payment, combined with the value of the individual's other resources, is:</p> <ul style="list-style-type: none"> • \$1,500 or less, the participant is eligible • More than \$1,500, at the end of the quarterly reporting cycle in which it was received, the GR household is ineligible. Aid is terminated for excess property.
<p>GR 42-216.7 – Treatment of Lump Sum Payment</p>	<p><u>How is a lump sum payment treated?</u></p> <p>A non-recurring or irregular payment that is not expected to continue is treated as property.</p> <p>Any lump sum payment in excess of the personal property limitation, not used to repay GR previously received, is subject to the property limitations.</p> <p>If the individual reports receipt of a lump sum payment and its value on the QR 7, and the combined value of the individuals other resources is:</p> <ul style="list-style-type: none"> • \$1,500 or less, the participant is eligible. • More than \$1,500, the GR household is ineligible. Aid is terminated for excess property.

	<p>See GR 42-216.9 for Spend Down Policy.</p> <p>NOTE: The period of ineligibility (POI) is no longer applied to lump sum payments.</p>
<p>GR 42-216.8 – Verification of Lump Sum Payments</p>	<p>Verification: The type and amount of the lump sum payment and how the information was verified is recorded in Case Comments.</p>
<p>GR 42-216.9 – Spend Down of the Lump Sum Payment</p>	<p><u>Can the Lump Sum Payment be spent down during the quarterly reporting cycle and the termination be rescinded on or before the Extended Suspend period?</u></p> <p>Yes. A GR participant may report the receipt of a lump sum payment as a voluntary mid-quarter report; consequently, the individual will have the remainder of the current payment quarter, through the third Thursday of the month (first month of the next quarter) following the termination to spend down the lump sum payment. Additionally, the GR household must report the lump sum payment on the upcoming QR 7, but only the remaining balance will be used to determine the ongoing eligibility.</p> <p>If the GR household:</p> <ul style="list-style-type: none"> • Reports on the QR 7 that the money is less than the property limitation, the GR household remains eligible. • Reports on the QR 7 that the money is more than the property limitation, the GR household is ineligible. Aid is terminated for excess property. • Spends down the money on or before the third Thursday of the month (extended suspend period) following the termination, and reports that the money is less than the property limitation, aid is rescinded, the GR household remains eligible. <p>A former GR participant, who was terminated due to excess resources, is eligible to reapply for GR benefits once he/she has spent down those resources to a level not exceeding the applicant resource limit.</p> <p><u>EXAMPLE:</u></p>

	<p>A participant receives a lump sum payment in late March after his/her QR7 was submitted for the data month of February. The participant can remain eligible for GR if he/she spends down the lump sum payment by the end of the submit month of June, and the resources remaining at the end of June are below \$1,500. This participant can continue to receive GR. If the participant has resources that exceed the \$1,500 limit at the end of June, he/she can no longer receive GR.</p>
<p>GR 42-216.10 – Lump Sum Payment Prior to Application</p>	<p><u>How is a lump sum payment that was received prior to the application month handled?</u></p> <ul style="list-style-type: none"> • Lump sum payment received in month of application. <p>When an applicant reports receiving a lump sum payment in the month of application, it is counted as personal property and subject to the limitations at intake (\$50 for an individual/\$100 for couples/families).</p> <p><u>EXAMPLE:</u></p> <p>An individual received \$200 gate money upon being released from prison on August 2, and applied for GR on August 12. The individual states that he/she has \$42 dollars remaining, so the individual is eligible.</p> <ul style="list-style-type: none"> • Lump sum payment received in month(s) prior to the application month. <p>When an applicant reports receiving a lump sum payment in the month(s) prior to application, the applicant may provide receipts showing the disposition of the funds. If receipts are not available, an affidavit is acceptable. Any funds not utilized are counted as personal property and are subject to the limitations at intake (\$50 for an individual/\$100 for couples/families).</p> <p><u>EXAMPLE:</u></p> <p>An individual applied for GR in October and reports that his needs have been met from net lottery winnings of \$7,385 in August of the same year. The individual provides receipts and affidavit stating that he had a remaining balance of \$685. The \$685 is counted as personal property and subject to the</p>

	<p>limitation of \$50 at intake. The individual's GR application is denied for excess personal property.</p> <p>Refer to GR 42-211 for details on personal property limits.</p>
GR 42-217 – Property Services Referrals	
GR 42-217.1 – When to Make a Property Services Referral	<p><u>When is a Property Services referral needed?</u></p> <p>Property Services referrals are made only in extraordinary circumstances, when the Worker cannot determine the value or status of property.</p>
GR 42-217.2 – Kinds of Referrals	<p><u>Are there different kinds of Property Services referrals?</u></p> <p>Yes, there are Hotline referrals and written referrals.</p>
GR 42-217.3 – Hotline Property Services Referrals	<p><u>When is a Hotline Property Services referral made?</u></p> <p>Hotline property investigations for real and personal property are available to staff when the required information can be immediately documented from available evidence.</p> <p>Property Services referrals necessary to expedite emergent approval of an application are considered a priority. All other Hotline referrals (or inquiries) are expedited to the extent possible, considering the availability of evidence and the procedures and methods used in the investigation.</p> <p>Hotline property reports are provided verbally, followed by written confirmation. All reports provided verbally are to be recorded in Case Comments, pending receipt of the written confirmation.</p> <p>The Hotline phone number is: (626) 854-4732.</p> <p>The Hotline is open from 8:00 A.M. to 5:00 P.M. each workday.</p>
GR 42-217.4 – Written Property Services Referrals	<p><u>When is a written Property Services referral made?</u></p> <p>When initiating the written Property Services referral, all pertinent information, including account and policy numbers, effective dates, etc., should be noted. A</p>

referral to Property Services for investigation may be made when:

- The individual is unable to obtain required lien information (precluding the use of the Hotline referral method).
- There are questions about the value/utilization/title of property.
- The individual is believed to own property not reported.
- An individual appears to be avoiding repayment of GR.
- A transfer of property is found which occurred within two years before application, or when the date of transfer is unclear.
- The individual submits correspondence involving property, for example, information from the County Assessor, banking institutions, insurance companies, etc.
- The CSV of a life insurance policy cannot be determined from the policy or the policy is not available (and the individual has been unsuccessful in obtaining the information from the insurance company and/or agent).
- The values of stocks or bonds need to be determined and the required statement cannot be obtained.
- The status of previously owned life insurance policies needs to be clarified.
- Property is obtained as a result of a lawsuit.
- Real property is not being used as a home and the individual is unable to obtain or provide verification information.
- The individual disputes the value of a motor vehicle as determined by the Worker.
- Further assistance is needed regarding an individual's property such as:

The value of an inheritance is unknown.

	<p>The necessary account/financial information cannot be provided or is contradictory or inconclusive.</p> <p>There is other personal property that must be evaluated.</p>
<p>GR 42-218 – Property Services Referral Process</p>	
<p>GR 42-218.1 – Prior to Making A Referral</p>	<p><u>What needs to be done prior to making a Property Services referral?</u></p> <p>An investigation is initiated within five (5) working days of application or the receipt of information, whichever comes first.</p> <p>Before making a Property Services referral, as much information as possible must be obtained about all real and/or personal property currently owned within the last two years by the GR individual.</p> <p>Property Services referrals are usually initiated for property owned or disposed of within the last two years. However, property owned or disposed of prior to that time may also be referred.</p>
<p>GR 42-218.2 – Procedures for Hotline Property Services Referrals</p>	<p><u>How are Hotline Property Services referrals made?</u></p> <ul style="list-style-type: none"> • A call is made to the Hotline at (626) 854-4732 to request the investigation of urgent and non-complex, real, and personal property. • The required verification information is provided. • The telephone discussion(s) and reported investigative findings are documented in the case comments section. • The written confirmation of the property investigation (sent by Property Services as a follow up to the Hotline referral) is filed in the Property folder. • The ABCDM 228 or PA 2465, Participant’s Consent for Release of Information from a Financial Institution, (an out of drawer form) is required for each item being requested.

<p>GR 42-218.3 – Written Property Services Referrals PA 621</p>	<p><u>How are written Property Services referrals made?</u></p> <ul style="list-style-type: none"> • The PA 621, Property Investigation Request, (an out of drawer form) is completed in triplicate. • The supporting documentation and the individual's release of information signature(s) is obtained as required. The original documentation is returned to the individual. • Case Comments are annotated. • The original and second copy of the PA 621 is attached to the supporting documents, and forwarded to the Property Services Unit. • A 30-day FAC is initiated for return of the completed property investigation report form the Property Services Section. • The ABCDM 228 or PA 2465, Participant's Consent for Release of Information from a Financial Institution, is required for each item being requested. • The original ABCDM 228/PA 2465 is attached to the PA 621 and the second copy is filed in the Active folder. • When the Property Services folder returns from the Property Services Unit, the file is reviewed to ensure that the PA 622, Property Report, and PA 621 are included and complete. The property information is filed in the case record. <p>Take denial/termination action within one workday of the receipt of the hotline or written property investigation report which shows the existence of excess property.</p>
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GR 42-400 RESIDENCE

Table of Contents

GR 42-401 – Definitions

GR 42-401.1	Resident
GR 42-401.2	Non-Resident
GR 42-401.3	Alien/Immigrant

GR 42-402 – Residence Requirements

GR 42-402.1	Requirements
GR 42-402.2	Example #1
GR 42-402.3	Example #2
GR 42-402.4	Example #3
GR 42-402.5	Absent from Country 60 Days or More

GR 42-403 – Verification of Residence/Immigration Status

GR 42-403.1	Verification: U.S. Citizen
GR 42-403.2	Verification: Eligible Immigrant
GR 42-403.3	Verification: Lawfully Present Permanent/Indefinite
GR 42-403.4	Verification: IRCA
GR 42-403.5	Verification: Intent to Reside

GR 42-404 – Immigrant Eligibility Chart

GR 42-405 – VAWA/Battered Immigrants

GR 42-405.1	Definition - VAWA
GR 42-405.2	Verification
GR 42-405.3	Approved Petition
GR 42-405.4	Prima Facie
GR 42-405.5	Pending Petition
GR 42-405.6	Specialized File
GR 42-405.7	Employability Status

GR 42-406 – Residence & Mailing Address

GR 42-406.1	Residence Address
GR 42-406.2	Mailing Address
GR 42-406.3	P.O. Box/CMRA/Mail Drop
GR 42-406.4	District Office Mailing Address
GR 42-406.5	Process: District Office Mailing Address

GR 42-407 – Ineligible Immigrant

GR 42-408 – Eligible Immigrant

GR 42-408.1	Verification on SAVE
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- GR 42-408.2 Verification Not on SAVE
- GR 42-408.3 Verification: Permanent USCIS Resident Status
- GR 42-408.4 Verification: Indefinite USCIS Resident Status
- GR 42-408.5 Verification: N. American Indian Born in Canada
- GR 42-408.6 Tribal Lump Sum Payment
- GR 42-408.7 Verification: Amerasian
- GR 42-408.8 Verification: Humanitarian Parolee
- GR 42-408.9 Verification: Sponsored Aliens
- GR 42-408.10 USCIS Referrals for Undocumented Aliens

GR 42-409 – Return to Residence/Aid to Non-residents

- GR 42-409.1 Criteria: Return to Residence
- GR 42-409.2 Return to Residence Application Process
- GR 42-409.3 Transportation Unit
- GR 42-409.4 Method of Transportation
- GR 42-409.5 Food Allowance
- GR 42-409.6 Amount of Food Allowance
- GR 42-409.7 Process: Return to Residence

GR 42-410 – Emergency Aid to Non-residents

- GR 42-410.1 Requirement: Approval Aid Non-resident
- GR 42-410.2 Verification

GR 42-400 Residence

<p>GR 42-401 – Definitions</p>	
<p>GR 42-401.1 – Resident</p>	<p><u>What is a resident?</u></p> <p>A resident is a person who has lived in Los Angeles County for at least 15 calendar days and intends to reside here permanently or indefinitely.</p>
<p>GR 42-401.2 – Non-Resident</p>	<p><u>What is a non-resident?</u></p> <p>A nonresident is a person who is physically present in the County less than 15 calendar days; or is living in the County on a temporary basis, and has <u>no intention</u> of remaining in Los Angeles County permanently or indefinitely; and whose legal residence is outside of the County.</p> <p><u>EXAMPLE:</u></p> <p>A participant has been residing in Los Angeles County for 20 calendar days and indicated that he/she has no intention of remaining in Los Angeles County, but wishes to return to Florida.</p> <p>This participant is considered a nonresident because he/she is residing in the County temporarily with no intention of remaining in the County.</p>
<p>GR 42-401.3 – Alien/Immigrant</p>	<p><u>What is an alien/immigrant?</u></p> <p>An alien/immigrant is a person who is not a citizen of the U.S. Following are the categories of alien/immigrants:</p>
<p>Undocumented</p>	<p><u>Undocumented Alien/Immigrant</u></p> <p>An undocumented alien/immigrant is a person who does not have acceptable verification from United States Citizenship and Immigration Services (USCIS) of his/her legal status.</p>
<p>Documented</p>	<p><u>Documented Alien/Immigrant</u></p> <p>A documented alien/immigrant is a person who has acceptable verification of his/her immigrant status from USCIS.</p>

<p>Sponsored Alien/Immigrant</p>	<p><u>Sponsored Alien/Immigrant</u></p> <p>A sponsored alien/immigrant is a person lawfully admitted to the U.S. for permanent residence because his/her sponsor has signed an Affidavit of Support, which is an agreement to support the immigrant.</p> <p>See GR 43-200 Sponsored Aliens for additional information on sponsored aliens.</p>
<p>GR 42-402 – Residence Requirements</p>	
<p>GR 42-402.1 – Requirements</p>	<p><u>What are residence requirements for GR?</u></p> <p>LEADER determines residency. To meet the residence requirement, the individual must:</p> <ul style="list-style-type: none"> • Be a U.S. citizen or a documented immigrant entitled to reside in the U.S. permanently, or an immigrant who has been granted temporary residence status under the Immigration Reform and Control Act (IRCA) of 1986, <u>and</u> • Be a resident of the County for at least 15 calendar days and intend to remain permanently or indefinitely. A homeless individual’s statement on the application is sufficient unless other objective evidence substantiates that the individual is not a Los Angeles County resident. Persons who reside in a mobile home, motor home, camper, boat, or houseboat may be eligible to GR as long as the vehicle is parked/docked at a residential address. <p>Residency can be established and aid approved on or after the 15th calendar day of residency within the County. The following examples clarify this requirement:</p>
<p>GR 42-402.2 – Example #1</p>	<p><u>EXAMPLE #1:</u></p> <p>An individual resided in Los Angeles County for a year and was sent to prison in San Bernardino County. Upon his release, he immediately returns to Los Angeles County.</p> <p>In this situation, the individual’s residence prior to incarceration was Los Angeles County, his intent was to reside in Los Angeles County and, therefore, he meets the residency requirements.</p>

<p>GR 42-402.3 – Example #2</p>	<p><u>EXAMPLE #2:</u></p> <p>While living in Ventura County, the individual was ordered to a rehabilitation center in Los Angeles County, where he resided for two months. Upon release, he declared his intent to reside in Los Angeles County.</p> <p>In this situation, because the individual lived in another county prior to being ordered to the rehab center in Los Angeles County, he has not lived in Los Angeles County for 15 calendar days. Time spent in an institution is not counted in establishing residency.</p>
<p>GR 42-402.4 – Example #3</p>	<p><u>EXAMPLE #3</u></p> <p>An individual is released from a treatment center located outside of Los Angeles County. The individual resided in this county for six months at the time of his placement and returns to Los Angeles County immediately upon release.</p> <p>In this situation the intent was to reside in Los Angeles County and there is both presence and intent.</p>
<p>GR 42-402.5 – Absent from County 60 Days or More</p>	<p><u>Is aid terminated if the individual is absent from the County 60 days or more?</u></p> <p>Yes, if the individual is absent from the County 60 days or more, it is presumed that he/she no longer resides in the County, and when the information is input, LEADER will fail the case.</p> <p>NOTE: Fifteen calendar day residency requirements apply to GR only, not to Food Stamps.</p>
<p>GR 42-403 – Verification of Residence/ Immigration Status</p>	<p><u>What is needed to verify Residence/Immigration Status?</u></p> <p>Verification is listed below:</p>
<p>GR 42-403.1 – Verification: U.S. Citizen</p>	<p>Verification:</p> <p><u>U.S. Citizenship</u></p> <p>The individual’s statement on the application that he/she is a U.S. citizen is acceptable unless contradicted by other evidence (e.g., individual was born in another county, conflicting information in the</p>

	<p>case record or information received from another source which makes the individual's claim of citizenship questionable).</p>
<p>GR 42-403.2 – Verification: Eligible Immigrant</p>	<p>Verification:</p> <p><u>U.S. Citizenship</u></p> <p>The individual's statement on the application that he/she is a U.S. citizen is acceptable, unless contradicted by other evidence.</p> <p>Refer to GR 40-113.5 and GR 40-113.6 for acceptable evidence.</p> <p>Example 1</p> <p>An individual declares that he is a U.S citizen, born in Texas; however, the case record shows the individual's place of birth is Belize. Conflicting information in the case record makes the individual's claim of citizenship questionable.</p> <p>Example 2</p> <p>An individual declares that he is a naturalized citizen, born in Ecuador. There is no conflicting information in the case record to the contrary. In this case, the individual's statement is acceptable.</p>
<p>GR 42-403.3 – Verification: Lawfully Present Permanent/Indefinite</p>	<p>Verification:</p> <p><u>Immigrants Lawfully Present in the U.S. for a Permanent or Indefinite Period</u></p> <p>Acceptable verification includes the following, provided that there is no time limit on how long the immigrant may remain in the U.S.:</p> <ul style="list-style-type: none"> • I-151 or I-551. As of 1991, the I-151 and I-551 contain an expiration date ten years from the date of issuance, or three years for those married to a U.S. citizen. The expiration date on an I-151 and I-551 issued as of 1991 does not limit how long the immigrant may remain in the U.S. This expiration date is merely a means of control for USCIS. This is not an expiration date, merely a means of control. • Other types of USCIS documents that indicate the immigrant may remain permanently or indefinitely

	<p>in the U.S. (including, but not limited to, the I-94).</p> <ul style="list-style-type: none"> • A G-845 SAVE, USCIS/INS Document Verification Request and/or G-845 SUPPLEMENT, USCIS/INS Document Verification Request Supplement (out of drawer forms), completed by USCIS, which shows the immigrant may remain permanently or indefinitely in the U.S. <p>Note: The G-845 SAVE and/or G-845 SUPPLEMENT are sent to USCIS via mail and a 30-day FAC is initiated for the return of the form(s),</p> <ul style="list-style-type: none"> • A completed PA 696, Alien Status Verification Form, (an out of drawer form) which shows the immigrant may remain permanently or indefinitely in the U.S. A 20-day FAC is set for return of the form. 						
<p>GR 42-403.4 – Verification: “Immigration Reform and Control Act of 1986” (IRCA)</p>	<p>Verification:</p> <p><u>Immigrants Granted Temporary Resident Status Under IRCA</u></p> <p>Verification is an I-688, Temporary Resident Card.</p>						
<p>GR 42-403.5 – Verification: Intent to Reside</p>	<p>Verification:</p> <p><u>Intent to Reside in County</u></p> <p>The individual’s statement on the application is acceptable evidence of intent to reside in Los Angeles County, unless contradicted by his/her actions or other evidence.</p>						
<p>GR 42-404 – Immigrant Eligibility Chart</p>	<p><u>Is there a chart that has information on verification for each kind of immigrant and which immigrants are eligible to GR?</u></p> <p>Yes, see the following:</p> <table border="1" data-bbox="553 1640 1351 1827"> <thead> <tr> <th data-bbox="553 1640 881 1751">Immigrant Status</th> <th data-bbox="881 1640 1151 1751">USCIS Documentation</th> <th data-bbox="1151 1640 1351 1751">Eligible to GR?</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 1751 881 1827">Alien Visitor</td> <td data-bbox="881 1751 1151 1827"></td> <td data-bbox="1151 1751 1351 1827">No</td> </tr> </tbody> </table>	Immigrant Status	USCIS Documentation	Eligible to GR?	Alien Visitor		No
Immigrant Status	USCIS Documentation	Eligible to GR?					
Alien Visitor		No					

	Amerasian	I-94, Arrival/Departure Record, or I-155	Yes, when they have time expired their period of eligibility
	Asylee	I-94 stating asylum granted per Sec. 208 of the USCIS or I-155-1 indicating codes AS6, AS7, AS8	Yes
	Battered/Violence Against Women Act (VAWA)	USCIS documents that indicate an approved petition, a prima facie or a pending petition for self-petitioners are the I-797 or I-797C	Yes
	Conditional Entrant	N/A	No
	Diplomats	N/A	No
	Deportation Withheld/Withholding of Removal	Order of the Immigration Judge, document showing Withholding of removal granted by the Immigration Court.	Eligible until USCIS revokes the indefinite status
	Hmong/Indo Chinese Highlanders	N/A	No
	Humanitarian Parolee	I-94, Arrival/Departure Record with the word "parolee" indicated	Yes

	IRCA/Omnibus Budget Reconciliation Act (OBRA) Aliens	I-151, I-551, I-94, or other USCIS document showing permanent resident status	Yes
	Lawful Permanent Resident (LPR)	I-151, I-551, I-94, or other USCIS document showing permanent resident status	Yes
	PRUCOL		No
	Refugee Cuban/Haitian Deportation Withheld	I-94, I-551	Eligible until USCIS revokes the indefinite status
	Sponsored Alien	I-151, I-551, or other USCIS document showing permanent resident status	Yes
	Student Visa	N/A	No
	Tourist Visa	N/A	No
	Undocumented Alien	N/A	No
	Work Visa	N/A	No
GR 42-405 – VAWA/Battered Immigrants			
GR 42-405.1 – Definition – VAWA	<p><u>What does VAWA mean?</u></p> <p>In 1994, the Violence Against Women Act (VAWA) was passed to allow abused non-citizens or LPRs to self-petition (apply directly) to the USCIS on their own behalf without the assistance of the abusive individual(s).</p>		

<p>GR 42-405.2 – Verification</p>	<p>Verification: USCIS documents that indicate an approved petition, a prima facie or a pending petition for self-petitioners are the I-797 or I-797C.</p> <p>Some notices may state that they are valid for up to 150 days. However, the case should not be denied/discontinued due to the 150 day expiration. The status must be verified by one of the following methods:</p> <ul style="list-style-type: none"> • Sending the PA 42, VAWA Fax Inquiry, (an out of drawer form) to the USCIS Vermont Service Center at (802) 527-3159. Case Comments are updated with the results of the inquiry. • USCIS Case Status Online Service at http://www.uscis.gov may be used to check the status of a petition for lawful immigration status. To access an individual’s petition status, the application receipt number is input. The application receipt number is found on the forms provided to individuals after they have submitted an application to the USCIS center. An update is immediately provided, which is printed and maintained in the case record. Case Comments are updated with the results of the inquiry. • USCIS National Customer Services Center at (800) 375-5283 may be used to check the status of a petition for lawful immigration status. To access the petition status, the initial menu options are followed to select language preferences, etc. From the six menu options given, Option 1 for “all questions about a pending case” is chosen. The receipt number is entered, when requested. An update on the status will be immediately provided. Case Comments are updated with the results of the inquiry.
<p>GR 42-405.3 – Approved Petition</p>	<p><u>What is an approved petition?</u></p> <p>An approved petition may indicate that USCIS has exercised the option to place the person in deferred action. This is valid for the specified period of time as indicated on the document. If a renewal/approved petition is not approved and the time period has expired, an inquiry is made.</p> <p>Refer to GR 42-405.2 for inquiry methods.</p>

GR 42-405.4 – Prima Facie	<p><u>What is a prima-facie?</u></p> <p>A prima-facie means that the USCIS has determined that based on the face value of the evidence the case appears to be valid. A prima facie determination is an interim decision pending an approval/denial of the petition. Once the USCIS makes a prima-facie determination, the battered non-citizen will receive a prima facie notice. Cases should not be denied/discontinued due to the 150-day expiration. An inquiry is made.</p> <p>Refer to GR 42-405.2 for inquiry methods.</p>
GR 42-405.5 – Pending Petition	<p><u>What is a pending petition?</u></p> <p>A pending petition is one that has been submitted to the USCIS and a final decision has not yet been provided.</p>
GR 42-405.6 – Specialized File	<p><u>Are VAWA cases in a special file?</u></p> <p>Yes, once an individual has been identified as a victim of domestic abuse, the case is assigned to the Domestic Violence Worker and the battered non-citizen is given the following Legal Aid telephone numbers for legal assistance (323) 640-3883 and (800) 433-6251.</p>
GR 42-405.7 – Employability Status	<p><u>What is the employability status for VAWA individuals?</u></p> <p>VAWA individuals are designated Administratively Unemployable. This information is entered in the ABP 597, Determination of Needs Special Assistance or Administratively Unemployable Status, and in case comments.</p>
GR 42-406 – Residence & Mailing Address	
GR 42-406.1 – Residence Address	<p><u>Are individuals required to have a residence address?</u></p> <p>No, individuals are not required to have a residence address.</p> <ul style="list-style-type: none"> • The district office of application may be used as the residence address.

	<ul style="list-style-type: none"> • Post Office Box, Commercial Mail Receiving Agent (CMRA), Community Agency or Mail Drops <u>cannot</u> be used as a residence address.
<p>GR 42-406.2 – Mailing Address</p>	<p><u>Are individuals required to have a mailing address?</u></p> <p>Yes, individuals are required to have a mailing address.</p>
<p>GR 42-406.3 – P.O. Box/CMRA/Mail Drop</p>	<p><u>Can an individual use a local P.O. Box, Community Agency, CMRA, or Mail Drop address for their mailing address?</u></p> <p>Yes, a local P.O. Box, Community Agency, CMRA, or Mail Drop address may be used for a mailing address – not a residence address.</p>
<p>GR 42-406.4 – District Office Mailing Address</p>	<p><u>Can an individual use the GR district office for their mailing address?</u></p> <p>Yes, the GR district office can be used as a mailing address for homeless individuals. However, individuals <u>with a residence address</u> must provide a mailing address and <u>may not</u> use the district office as a mailing address. No exceptions are allowed.</p> <p>NOTE: Individuals with a mailing address are to review and sign the PA 1815, Important Notice Regarding a Mailing Address (an out of drawer form).</p> <p>Refer to FS 63-401 for details on Food Stamps.</p>
<p>GR 42-406.5 – Process: District Office Mailing Address</p>	<p><u>How are cases using the District Office as the mailing address handled?</u></p> <ul style="list-style-type: none"> • When an individual uses the district address as his/her mailing address, mail is not sent to the individual at a vendor facility. Mail is held until the individual comes to the district office. • When the Worker wants to see the individual, the mail is flagged with a note to notify the designated district person distributing the mail. When the individual picks up his/her mail, the designated staff person advises the individual of this. <p>When an individual is using the district address as his/her mailing address and reports a residence address, the residence address and mailing address</p>

	<p>is changed on LEADER.</p> <p>Refer to Address – Change/Correction for LEADER procedures.</p> <ul style="list-style-type: none"> • For homeless individuals, the district responsible for application processing is the district in which the individual applies. When the homeless individual reports a <u>different</u> mailing address (other than the district office), but still lives within the district boundaries, the case remains at the district of residence. • When an individual reports living homeless in an area outside the district’s boundaries, the case is transferred to the district responsible for the area in which the individual is now homeless (regardless of the mailing address on record).
<p>GR 42-407 – Ineligible Immigrant</p>	<p><u>Which immigrants are not eligible for GR?</u></p> <p>The following immigrants are not eligible for GR:</p> <ul style="list-style-type: none"> • <u>Immigrants Unlawfully Present in the U.S.</u> <p>Immigrants who are not lawfully present in the U.S. cannot establish “intent” to reside permanently or indefinitely in Los Angeles County, even though they may have physical presence in this County.</p> <ul style="list-style-type: none"> • <u>Immigrants Lawfully Present in the U.S.</u> <p>Immigrants who are lawfully present in the U.S. for a temporary period, such as with USCIS documents containing time limitations other than the ten-year or three-year expiration dates (see GR 42-403) on those I-151s/I-551s, Resident Immigrant Cards, issued as of 1991 (e.g., Student Visa, Tourist Visa, Work Visa, I-94s stating Asylum Applicants, etc.) do not have the ability to establish intent to reside permanently or indefinitely in Los Angeles County, since they have been given permission to remain in the U.S. for a temporary period only.</p> <ul style="list-style-type: none"> • Permanent Resident Under Color of Law, (PRUCOL) Immigrants <p>Exception: Immigrants who have been granted “temporary resident” status under the IRCA of 1986 are eligible for GR.</p>

<p>GR 42-408 – Eligible Immigrant</p>	<p><u>What immigrants are eligible for GR?</u></p> <p>Any immigrant who claims to be a lawful permanent resident, IRCA temporary resident, or an immigrant entitled to remain indefinitely in the U.S. must provide proof of this status before any aid may be issued. The immigrant must provide his/her immigrant registration card or registration card number.</p> <p>Any immigrant unable to provide proof of eligible immigrant status is denied.</p>
<p>GR 42-408.1 – Verification on SAVE</p>	<p><u>How is the alien number verified?</u></p> <p>When the Worker enters the alien number in LEADER, LEADER verifies the number using the Systematic Alien Verification Entitlements (SAVE) system.</p>
<p>GR 42-408.2 – Verification Not On SAVE</p>	<p><u>What needs to be done when the alien number cannot be verified by SAVE?</u></p> <ul style="list-style-type: none"> • When the alien number cannot be verified by SAVE: • The G-845 SAVE, USCIS/INS Document Verification Request, is sent to USCIS to obtain alien information. A 30-day FAC is set for return of the form. There is no eligibility to GR until legal status can be verified. <p>If the individual is a sponsored alien and the whereabouts of the sponsor are unknown, the G-845 SUPPLEMENT, USCIS/INS Document Verification Request Supplement, is sent along with the G-845 SAVE.</p> <ul style="list-style-type: none"> • The individual is advised there is no eligibility to GR until legal status can be verified.
<p>GR 42-408.3 – Verification: Permanent USCIS Resident Status</p>	<p><u>What verification is needed for Permanent USCIS Resident Status?</u></p> <p>An immigrant who has a valid I-551/I-151, a G-845 SAVE, USCIS/INS Document Verification Request; and/or G-845 SUPPLEMENT, USCIS/INS Document Verification Request Supplement, verifying permanent resident status, or other USCIS documents showing permanent resident status, has been given permission to reside permanently in the U.S. This includes those</p>

	<p>immigrants selected for permanent residence through the lottery system (immigrant card designator “OP1”). Such an immigrant has the ability to establish residence by physical presence and intent to reside in Los Angeles County permanently or indefinitely.</p> <p>USCIS is replacing all I-151s issued prior to 1978 with a new I-551. The I-551 is a counterfeit resistant card. Holders of I-151 cards, even though expired, are lawful permanent resident immigrants whose immigration immigrant status will continue to be shown on the Alien Status Verification Index (ASVI) in the SAVE system.</p> <p>At the time of application for a new I-551, a receipt is issued to the immigrant. This receipt can be used for verification of immigrant status.</p> <p>Once verification is input, LEADER determines eligibility.</p>
<p>GR 42-408.4 – Verification: Indefinite USCIS Resident Status</p>	<p><u>What verification is needed for indefinite USCIS Resident Status?</u></p> <p>Immigrants claiming to be entitled to remain in the U.S. for an indefinite period (e.g., certain Cuban Refugees, Hungarian Refugees, etc.) must provide valid USCIS documentation. Such immigrants, if otherwise eligible, may be aided until such time, if ever, that USCIS revokes their indefinite status.</p> <p>Once verification is input, LEADER determines eligibility.</p>
<p>GR 42-408.5 – Verification: North American Indian Born in Canada</p>	<p><u>What verification is needed for North American Indians born in Canada?</u></p> <p>Under the Jay Treaty of 1794, North American Indians born in Canada have the right to cross the U.S./Canada border freely, to visit, live, and work in the U.S. The U.S. grants permanent resident status to verified Canadian born North American Indians. These persons are not required to have USCIS documentation of permanent resident status and are not required to register with USCIS as a condition of GR eligibility. These individuals must:</p> <ul style="list-style-type: none"> • Possess at least 50% North American Indian blood, or • Possess less than 50% Indian blood but entered

and have maintained residency in the U.S. since prior to December 24, 1952.

Once verification is input, LEADER determines eligibility.

Examples of acceptable verification of permanent resident status for North American Indians born in Canada are:

- Birth records.
- Affidavit from a tribal official.
- Letter from the Canadian Department of Indian Affairs.
- USCIS letter acknowledging application for adjustment of status to permanent resident status.
- Canadian Band Cards for persons who entered and have maintained residency in the U.S. since before December 24, 1952.

NOTE: A Canadian Band Card only verifies the person is a Canadian-born North American Indian. Additional verification is needed to verify the percentage of North American Indian blood if the entry date is after December 24, 1952.

- Other than the USCIS letter, the verification must indicate that the individual was born within the boundaries of Canada and possesses at least 50% North American Indian blood, or, if not 50% North American Indian, that he/she entered the U.S. prior to December 24, 1952 and has maintained residency in the U.S.
- For GR purposes, a G-845 SAVE, USCIS/INS Document Verification Request, is initiated for individuals who cannot provide acceptable verification of their eligible immigrant status under the provisions of the Jay Treaty. The G-845 SAVE must be returned and it must indicate that the individual is in an eligible category prior to the issuance of aid.
- **If the individual does not provide the necessary verification, there is no eligibility to GR.**

<p>GR 42-408.6 – Tribal Lump Sum Payments</p>	<p><u>How are Tribal Lump Sum Payments handled?</u></p> <p>District Administrative staff should contact the GR & CAPI Programs Section whenever an individual receives a lump sum tribal payment. Program staff will research the payment to determine if it is exempt or if lump sum regulations apply.</p>
<p>GR 42-408.7 – Verification: Amerasian</p>	<p><u>What verification is needed for Amerasians?</u></p> <p>Certain Vietnamese Amerasians (children of American and Vietnamese nationals) and close family members are admitted into the U.S. as immigrants but are aided as refugees for their time eligible period. Amerasians may be aided on GR when they have time expired their period of eligibility. See GR 40-101.6 for additional information.</p> <p>Acceptable verification of resident status for Amerasians and family members is either an I-94, Arrival/Departure Record, or an I-551, Immigrant Registration Receipt Card. Amerasians are identified by the coding on their USCIS documents: i.e., AM1, AM2, or AM3 on the I-94, and AM6, AM7, and AM8 on the I-551.</p> <p>Once verification is input, LEADER determines eligibility.</p>
<p>GR 42-408.8 – Verification: Humanitarian Parolee</p>	<p><u>What verification is needed for Humanitarian Parolees?</u></p> <p>Immigrants admitted into the U.S. with the immigration status of Humanitarian Parolee may be admitted from any country and may be eligible to GR.</p> <p>Humanitarian Parolee cases are maintained in the district of residence.</p> <p>Acceptable documentation for Humanitarian Parolees is the I-94 with the word “parolee” indicated on it. If the word “refugee” is on the I-94, then the immigrant is not a parolee but a refugee possibly entitled to benefits under the Refugee Resettlement Program. Once verification is input, LEADER determines eligibility.</p>
<p>GR 42-408.9 – Verification: Sponsored Aliens</p>	<p><u>What verification is needed for Sponsored Aliens/Immigrants?</u></p> <p>Refer to GR 43-200 Sponsored Aliens.</p>

<p>GR 42-408.10 – USCIS Referrals for Undocumented Aliens</p>	<p><u>Are referrals to USCIS ever made for undocumented aliens?</u></p> <p>Yes, if an undocumented alien claims to be either a lawful permanent resident or an immigrant authorized to remain indefinitely in the U.S., or has no/cannot remember his/her alien number, a G-845 SAVE, USCIS/INS Document Verification Request, is sent by the worker, to USCIS. A 30 day future action control (FAC), is set for return of the G-845 SAVE to establish the individual’s U.S. resident status. This control does not reduce or extend the time limit on the application process.</p> <p>Refer to Future Action Controls – User Initiated – Create for LEADER procedures.</p>
<p>GR 42-409 – Return to Residence/Aid to Non-residents</p>	<p><u>Can aid be given to a nonresident who wishes to return to his/her legal residence?</u></p> <p>Yes, aid may be granted to cover all necessary expenses for returning a nonresident indigent to another county, State or country, if it is determined that such county, State or country, is the person’s legal residence, but only when all other GR requirements, other than intent to reside, are met.</p>
<p>GR 42-409.1 – Criteria: Return to Residence</p>	<p><u>What criteria must be met?</u></p> <p>In addition to the GR requirements, the following criteria must be met before aid for return to residence can be issued:</p> <ul style="list-style-type: none"> • The legal residence to which the nonresident is to be returned must be determined by evaluating the following: <ul style="list-style-type: none"> ➤ Amount of time spent in the county/State/country, versus amount of time spent outside of the county/State/country. ➤ The place where he/she and family (spouse, children and/or social ties) has established their residence, not merely for a special or limited purpose, but with a present intention of making it his/her true, fixed permanent and principal residence. ➤ Location where the Driver’s License or ID was issued.

	<ul style="list-style-type: none"> ➤ Location of the person’s doctors and dentists. • The legal residence must be verified by a telephone call to an agency, relative, or other person living in the county/State/country to which the nonresident wishes to return. • Aid for return to residence cannot have been issued within one (1) year of the request.
<p>GR 42-409.2 – Return to Residence Application Process</p>	<p><u>How is the Return to Residence application process handled?</u></p> <ul style="list-style-type: none"> • The out of drawer PA 898-15, General Relief Application –Nonresident, is completed by the nonresident. • The nonresident’s place of legal residence and method of verification is documented in the Case Comments Section. • Fax is sent to the Transportation Unit at (213) 637-2625, to make travel arrangements.
<p>GR 42-409.3 – Transportation Unit</p>	<p><u>What happens when the Transportation Unit is contacted?</u></p> <p>The Transportation Unit:</p> <ul style="list-style-type: none"> • Checks to ensure that the nonresident has not received aid for return to residence within one year of the request and notifies the District Contact person designated in the PA 304, Transportation Request for Nonresidents (an out of drawer form) by phone, if the nonresident has been returned to his/her residence within one year. • Makes all final arrangements for transportation. • Authorizes payment of expenses incurred while traveling, special accommodations, and attendant’s expenses. • Calls the district to notify the Worker of the date and time of departure as soon as travel arrangements have been made.
<p>GR 42-409.4 – Method of Transportation</p>	<p><u>What method of transportation is used?</u></p> <p>Transportation on public carriers, other than local bus lines are provided; however,</p>

	<ul style="list-style-type: none"> • If a non-resident is physically and/or mentally handicapped and incapable of traveling alone, as verified by a doctor's statement, the travel expenses for the attendant may be authorized. This authority may not be delegated below the level of Deputy District Director. A copy of the doctor's statement must be attached to the original PA 304 and forwarded to the Transportation Unit. • When the nonresident presents medical verification requiring air travel, approval at the Deputy District Director level may be granted. The medical verification is attached to the original PA 304 and forwarded to the Transportation Unit. • When an attendant is required, the name and relationship of the attendant to the nonresident is to be entered on the PA 304 and forwarded to the Transportation Unit.
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<p>GR 42-409.5 – Food Allowance</p>	<p><u>Are individuals who are being returned to their residence issued a food allowance?</u></p> <p>Yes, individuals who are being returned to their residence are issued a food allowance during the time they are enroute home whenever the total amount of travel time exceeds four hours.</p>
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<p>GR 42-409.6 – Amount of Food Allowance</p>	<p><u>How is the amount of the food allowance determined?</u></p> <ul style="list-style-type: none"> • The total number of meals required is estimated, allowing one meal for each four hours traveled – see following chart: <table border="1" data-bbox="553 1356 1351 1982"> <thead> <tr> <th>Number of Meals</th> <th>1 person</th> <th>2 persons</th> </tr> </thead> <tbody> <tr><td>1</td><td>\$2.15</td><td>\$4.30</td></tr> <tr><td>2</td><td>\$4.30</td><td>\$8.60</td></tr> <tr><td>3</td><td>\$6.45</td><td>\$12.90</td></tr> <tr><td>4</td><td>\$8.60</td><td>\$17.20</td></tr> <tr><td>5</td><td>\$10.75</td><td>\$21.50</td></tr> <tr><td>6</td><td>\$12.90</td><td>\$25.80</td></tr> <tr><td>7</td><td>\$15.05</td><td>\$30.10</td></tr> <tr><td>8</td><td>\$17.20</td><td>\$34.40</td></tr> <tr><td>9</td><td>\$19.35</td><td>\$38.70</td></tr> <tr><td>10</td><td>\$21.50</td><td>\$43.00</td></tr> <tr><td>11</td><td>\$23.65</td><td>\$47.30</td></tr> <tr><td>12</td><td>\$25.80</td><td>\$51.60</td></tr> </tbody> </table>	Number of Meals	1 person	2 persons	1	\$2.15	\$4.30	2	\$4.30	\$8.60	3	\$6.45	\$12.90	4	\$8.60	\$17.20	5	\$10.75	\$21.50	6	\$12.90	\$25.80	7	\$15.05	\$30.10	8	\$17.20	\$34.40	9	\$19.35	\$38.70	10	\$21.50	\$43.00	11	\$23.65	\$47.30	12	\$25.80	\$51.60
Number of Meals	1 person	2 persons																																						
1	\$2.15	\$4.30																																						
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11	\$23.65	\$47.30																																						
12	\$25.80	\$51.60																																						

	<ul style="list-style-type: none">• The food allowance for one meal is issued using the PA 19, Memorandum to Cashier (an out of drawer form).• The food allowance for two or more meals may be given in cash by following existing PA 294, Cash Aid Fund Receipt, policy. <p>Refer to Return to Residence for LEADER procedures.</p>
<p>GR 42-409.7 – Process: Return to Residence</p>	<p><u>How are return to residence cases handled?</u></p> <p>The following steps are taken to return an individual to his/her residence:</p> <ol style="list-style-type: none">1) Telephone an agency, relative, or other person whose name and telephone number is provided by the non-resident to verify legal residence. The person contacted must live in the county, State or country to which the nonresident wishes to return.2) Document the information received by the telephone call in the Case Comments Section.3) Request the Transportation Unit to make travel arrangements, if the nonresident has not been returned within one year.4) Deny the nonresident's request, if he/she has been returned to his/her residence within one year. Refer to Deny an Application for LEADER procedures on case denial.5) Complete a PA 304, obtain the Deputy District Director's signature and fax the PA 304 to the Transportation Unit at (213) 637-2625.6) Upon verification of eligibility to travel and confirmation of arrangements with the carrier, the Transportation Unit calls the District Contact person listed on the PA 304 form to provide the travel information. The district will receive a confirmation copy to file in the case record.7) Contact the nonresident to inform him/her of the arrangements and determine if he/she is ready to leave.

	<p>8) Discuss with the nonresident the method of transportation, where to pick up tickets, expense allotments and, if necessary, attendant service.</p> <p>9) Issue a PA 30, "Referral Slip", to the non-resident to take to the Greyhound Bus Ticket Office when traveling by bus.</p>
<p>GR 42-410 – Emergency Aid to Non-residents</p>	<p><u>Can emergency aid be issued to non-residents?</u></p> <p>If all other eligibility requirements have been met, except residence, then a non-resident may be issued emergency aid for 90 days with the approval of the District Director or his delegate (not to be delegated below the level of Deputy District Director).</p> <p>See GR 44-200, the Need chapter, for the types of emergency aid issuances available and issue as appropriate.</p> <p><u>EXAMPLE:</u></p> <p>A nonresident applies on a Friday afternoon. However, the Transportation Unit is unable to secure transportation until the following Tuesday. The individual is issued emergency needs for housing and food to cover the time period from Friday to Tuesday.</p>
<p>GR 42-410.1 – Requirement: Approval Aid Non- resident</p>	<p><u>What is required to approve emergency aid to nonresidents?</u></p> <p>A lettergram to the District Director from the Deputy District Director is prepared by the Worker. The lettergram includes:</p> <ul style="list-style-type: none"> • Case name, state number, file number. • Date of application. • Plan for assistance and transportation. • Estimate of length of time that assistance will be required.
<p>GR 42-410.2 – Verification</p>	<p>Verification: The lettergram, signed by the District Director, is filed in the case record.</p>

GR 43-100 RESPONSIBLE RELATIVES

Table of Contents

GR 43-101 – Responsible Relatives

- GR 43-101.1 Adult Cases
- GR 43-101.2 Family Cases

- GR 43-101.3 Required Information

GR 43-102 – Spouses

- GR 43-102.1 Definition/Responsibility
- GR 43-102.2 Common Law Marriage
- GR 43-102.3 States Which Recognize Common Law Marriage
- GR 43-102.4 Marital Like Situation

GR 43-103 – Parents of Minor Children

GR 43-104 – Individual Lives with a Spouse and Family

- GR 43-104.1 Required to Apply Together
- GR 43-104.2 Income

GR 43-105 – Individual Does Not Live With the Spouse/Family

- GR 43-105.1 Income
- GR 43-105.2 Responsible Relative Need Scale
- GR 43-105.3 CalWORKs Participants
- GR 43-105.4 Spouse Owns Real/Personal Property

GR 43-106 – Parents of Minors

- GR 43-106.1 Parental Liability Living with Minor
- GR 43-106.2 Parental Liability NOT Living with Minor
- GR 43-106.3 Liability Determination
- GR 43-106.4 Ability to Contribute
- GR 43-106.5 Hardship Deductions

GR 43-107 – Requirement for Responsible Relative IN the Home

- GR 43-107.1 Requirements
- GR 43-107.2 PA 528 Returned
- GR 43-107.3 PA 528 NOT Returned

GR 43-108 – Requirement for Responsible Relative NOT in the Home

- GR 43-108.1 Requirements
- GR 43-108.2 PA 528 Returned
- GR 43-108.3 PA 528 NOT Returned

GR 43-109 – Required Action

- GR 43-109.1 PA 808 NOT Returned
- GR 43-109.2 Annual Agreement
- GR 43-109.3 Referrals for Collection
- GR 43-109.4 Referrals for Collection Process

GR 43-110 – Contributions from Responsible Relatives

- GR 43-110.1 Voluntary Contributions
- GR 43-110.2 Responsible Relative Provides Full Support
- GR 43-110.3 Exception – DV
- GR 43-110.4 Responsible Relative Provides Partial Support
- GR 43-110.5 Payment Directly to DPSS
- GR 43-110.6 Payment to DPSS Process

GR 43-111 – Separated/Divorced Spouses (Legal Marriage Only)

- GR 43-111.1 Separation – No Legal Action
- GR 43-111.2 Legal Separation/Divorce
- GR 43-111.3 Court Ordered Support Not Being Made
- GR 43-111.4 Use Court Order to Determine Liability
- GR 43-111.5 Court Ordered Alimony

GR 43-100 Responsible Relatives

GR 43-101 – Responsible Relatives	<u>Who are responsible relatives?</u>
GR 43-101.1 – Adult Cases	<ul style="list-style-type: none"> • <u>Adult Cases</u>: The spouse of an individual and the parent(s) of a minor wherever they reside are responsible relatives. Determination is made as to whether these relatives can assume full or partial support of the individual. This determination is made at the time of application and at each annual agreement.
GR 43-101.2 – Family Cases	<ul style="list-style-type: none"> • <u>Family Cases</u>: In General Relief (GR) family cases, spouses are responsible relative for: <ul style="list-style-type: none"> ➤ Each other, ➤ Their minor children (under age 18)), and their ➤ 18 year old children who are attending high school or a trade/technical school full time and who expect to complete the school program before their 19th birthday.
GR 43-101.3 – Required Information	<u>What information is required regarding a responsible relative?</u> All individuals are required to provide, to the best of their ability, the name, address and relationship of each responsible relative. Refusal or failure to provide this information results in denial/termination of aid.
GR 43-102 – Spouses	
GR 43-102.1 – Definition/Responsibility	<u>What is the definition of a spouse and what responsibility do they have?</u> For purposes of determining support liability, a spouse is a person with whom the individual is legally married. Spouses are mutually responsible for each other unless a court of law has declared a legal separation, dissolution, divorce, or annulment of the marriage. California law recognizes any out-of-state marriage.
GR 43-102.2 - Common Law Marriage	<u>What is Common Law Marriage?</u>

	<p>For purposes of determining support liability, when there is no formal marriage, a common-law marriage may have been established in another state. While the definition may vary from state to state, there are three requirements for common-law marriage. The couple must:</p> <ul style="list-style-type: none"> • Agree to be married, • Live together (cohabitate), and • Represent themselves to the public as a married couple. <p>California does not recognize common-law marriages unless they were established in states that recognize them.</p>
<p>GR 43-102.3 – States Which Recognize Common Law Marriage</p>	<p>Following is a list of the states which recognize common law marriage along with requirements for meeting the definition of common law marriage:</p> <ul style="list-style-type: none"> • Alabama by mutual agreement, cohabitation and mutual assumption of marital duties • Colorado by mutual agreement, cohabitation • District of Columbia by mutual agreement, cohabitation • Florida by mutual agreement, cohabitation and cohabitation of mutual assumption of marital duties • Georgia by mutual agreement, cohabitation and consummation according to law • Idaho by mutual agreement and mutual assumption of marital duties • Iowa by mutual agreement, cohabitation • Indiana, open acknowledgment • Kansas by mutual agreement and holding each other out to public as husband and wife • Massachusetts by mutual agreement, cohabitation • Montana by mutual agreement, cohabitation and

	<p>assumption of marital relationship and repute in the community</p> <ul style="list-style-type: none"> • Nebraska by holding out to public • New York by open assumption of marital duties • Ohio by mutual agreement, cohabitation and hold each other out as husband and wife • Oklahoma by mutual agreement, cohabitation • Pennsylvania by mutual agreement • Rhode Island by mutual agreement, cohabitation • South Carolina by mutual agreement • South Dakota by marriage in fact, need exception circumstances • Texas by mutual agreement, cohabitation and hold each other out as husband and wife
<p>GR 43-102.4 – Marital Like Situation</p>	<p><u>What is a marital like situation?</u></p> <p>Marital like couples are those who live together as spouses, but who have no legal marriage under California law. Persons who are members of such couples, therefore, have no support responsibility for each other as responsible relatives.</p> <p>Refer to GR 44-117 for treatment of income of marital-like couples.</p>
<p>GR 43-103 – Parents of Minor Children</p>	<p><u>Are parents of minor children responsible relatives?</u></p> <p>Yes, both parents, natural or adoptive, married or unmarried, are responsible for the support of their minor children. This responsibility continues until the minor has reached 18 years of age (or if enrolled in high school or a trade/technical school and is expected to complete the program before their 19th birthday), even under the following situations:</p> <ul style="list-style-type: none"> • The parent(s) is/are not living with the minor. • The parent(s) is/are not married.

	<ul style="list-style-type: none"> • There has been a court order removing the minor from the custody of the parent(s).
<p>GR 43-104 – Individual Lives with a Spouse and Family</p>	
<p>GR 43-104.1 – Required to Apply Together</p>	<p><u>Are both spouses who reside together required to apply for GR?</u></p> <p>Yes, when an individual resides with a spouse, that spouse is also required to apply for GR unless the spouse receives other public assistance, such as SSI/SSP, CAPI, or CalWORKs.</p>
<p>GR 43-104.2 – Income</p>	<p><u>How is income handled when the individual lives with a spouse?</u></p> <ul style="list-style-type: none"> • When an individual lives with a spouse who receives other public assistance income (e.g., SSI/SSP), none of the public assistance income may be considered available to meet the needs of the individual. • When the spouse reports income (including when the spouse is a CalWORKs/SSI participant with income from earnings) a portion of the income may be considered available to meet the needs of the GR individual. In family cases, the public assistance income of any member is not considered available to meet the needs of the GR family. In addition, the individual is not eligible to GR when residing with a spouse whose income exceeds the GR grant. • The needs of the individual/spouse/family are based on the GR Basic Budget Table. <p>Refer to GR 44-201 for the GR Basic Budget Table.</p> <p>Refer to GR 44-114 for Earned Income Disregards to determine the amount of income to be deducted from the GR grant.</p> <ul style="list-style-type: none"> • In GR family cases, the public assistance income of any other family member is not considered available to meet the needs of the GR family. • An individual residing with a spouse whose

	<p>gross income is equal to or exceeds the total needs of the individual/family is not eligible to GR.</p> <ul style="list-style-type: none"> An individual is not eligible to GR if the individual's spouse refuses or fails to complete the PA 528, Statement of Responsible Relative (a LEADER generated form).
<p>GR 43-105 – Individual Does Not Live With the Spouse/Family</p>	
<p>GR 43-105.1 – Income</p>	<p><u>How is income handled when the individual does not live with the spouse?</u></p> <ul style="list-style-type: none"> When the responsible relative living outside the home reports income only from public assistance sources (e.g., CalWORKs, SSI/SSP), no liability is assessed. When income is reported (including when the responsible relative is a CalWORKs or SSI participant who reports a combination of earnings and public assistance), a portion of the earnings may be considered available to meet the needs of the GR individual. Liability of the spouse not in the same household is based on the GR Responsible Relative Need Scale. <p>Refer to GR 43-105.2 for the Responsible Relative Need Scale.</p> <p>This scale uses the State's Minimum Basic Standard of Adequate Care (MBSAC) as used in the CalWORKs program.</p> <ul style="list-style-type: none"> The responsible relative's ability to contribute is based on the net income for earnings/property investments or the gross income if derived from any other source. Net income is determined by subtracting involuntary deductions and employment expenses from the gross earned income. <p>NOTE: This computation is not automated on LEADER, it requires manual computation by the Worker.</p>

<p>GR 43-105.2 – Responsible Relative Need Scale</p>	<p><u>What is the GR Responsible Relative Need Scale?</u></p> <p>Following is the scale:</p> <table border="1" data-bbox="570 279 1333 894"> <thead> <tr> <th data-bbox="570 279 930 417">Number of Persons Within the Aided Unit</th> <th data-bbox="930 279 1333 417">Minimum Basic Standard of Adequate Care (MBSAC) (eff. 6/1/03)</th> </tr> </thead> <tbody> <tr><td data-bbox="570 417 930 468">1</td><td data-bbox="930 417 1333 468">\$439</td></tr> <tr><td data-bbox="570 468 930 518">2</td><td data-bbox="930 468 1333 518">\$719</td></tr> <tr><td data-bbox="570 518 930 569">3</td><td data-bbox="930 518 1333 569">\$891</td></tr> <tr><td data-bbox="570 569 930 619">4</td><td data-bbox="930 569 1333 619">\$1,060</td></tr> <tr><td data-bbox="570 619 930 669">5</td><td data-bbox="930 619 1333 669">\$1,209</td></tr> <tr><td data-bbox="570 669 930 720">6</td><td data-bbox="930 669 1333 720">\$1,359</td></tr> <tr><td data-bbox="570 720 930 770">7</td><td data-bbox="930 720 1333 770">\$1,493</td></tr> <tr><td data-bbox="570 770 930 821">8</td><td data-bbox="930 770 1333 821">\$1,626</td></tr> <tr><td data-bbox="570 821 930 871">9</td><td data-bbox="930 821 1333 871">\$1,763</td></tr> <tr><td data-bbox="570 871 930 894">10</td><td data-bbox="930 871 1333 894">\$1,913</td></tr> </tbody> </table> <p>(Plus \$16 for each additional person within the aided unit)</p> <p>The difference between need and net income is the amount the spouse is considered to have available to meet the needs of the GR individual unless there is a conflicting court order establishing a contribution in a larger amount. In this instance, the amount of the court order is used.</p> <p>The only hardship deductions allowed are medical expenses and court-ordered judgments. All hardship deductions must be verified when reported by the responsible relative on the PA 528.</p> <p>NOTE: This computation is not automated on LEADER, it requires manual computation by the Worker.</p>	Number of Persons Within the Aided Unit	Minimum Basic Standard of Adequate Care (MBSAC) (eff. 6/1/03)	1	\$439	2	\$719	3	\$891	4	\$1,060	5	\$1,209	6	\$1,359	7	\$1,493	8	\$1,626	9	\$1,763	10	\$1,913
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<p>GR 43-105.3 – CalWORKs Participants</p>	<p><u>How is liability determined if the spouse is on CalWORKs?</u></p> <p>CalWORKs participants who have income from earnings may have a liability. Liability is determined as follows:</p> <ol style="list-style-type: none"> a. Determine gross earnings. b. Determine all personal and non-personal 																						

	<p>work expenses. Do not allow any other exemptions.</p> <p>c. Deduct from gross earnings all personal and non-personal work expenses to derive net earnings.</p> <p>d. Add the net earnings to the CalWORKs grant to determine total net income.</p> <p>If total net income is greater than the allowance in the Responsible Relative Need Scale above, a liability exists and income is deducted.</p> <p>If the net income is less than the allowance, no liability exists and income is not deducted.</p> <p>NOTE: This computation is not automated on LEADER, it requires manual computation by the Worker.</p>
<p>GR 43-105.4 – Spouse Owns Real/Personal Property</p>	<p><u>What needs to be considered when the spouse, who does not live with the GR individual, owns real/personal property?</u></p> <p>Property should be utilized to bring the greatest financial return to the individual.</p> <p>A referral for collections is made when the responsible relative refuses or fails to utilize property holdings.</p> <p>An individual is not eligible to GR if the individual's spouse refuses or fails to complete the PA 528, Statement of Responsible Relative.</p>
<p>GR 43-106 – Parents of Minors</p>	
<p>GR 43-106.1 – Parental Liability Living with Minor</p>	<p><u>What is the liability for parent(s) living with minors?</u></p> <ul style="list-style-type: none"> • There is no GR eligibility for minors who reside with their parent(s), except for minors who are part of GR family cases. • Needy families with minor children are expected to apply for CalWORKs.

<p>GR 43-106.2 – Parental Liability NOT Living with Minor</p>	<p><u>What is the liability for parent(s) NOT living with minors?</u></p> <ul style="list-style-type: none"> • There is no GR eligibility for the minor who refuses to accept an offer of a suitable home from a relative (parents, grandparents, brothers, sisters, aunts or uncles) unless a Social Service evaluation determines that a detrimental situation would exist if the offer were accepted. • When the Social Service evaluation determines that a suitable home does not exist and foster care placement is not appropriate, parental liability must be determined. <p>Refer to GR 43-106 for details on determining parental liability.</p>
<p>GR 43-106.3 – Liability Determination</p>	<p><u>How is liability determined?</u></p> <p>The difference between need and income is the amount the parent is considered to have available to meet the needs of the minor. <u>All income</u> of the parent is considered in determining liability. Liability is limited to the minor's need based on the GR grant.</p> <p>NOTE: This computation is not automated on LEADER, it requires manual computation by the Worker.</p>
<p>GR 43-106.4 – Ability to Contribute</p>	<p><u>What is the ability to contribute based on?</u></p> <p>The parent's ability to contribute is based on the net income if income is earned from employment, sale of products and/or property investments or the gross income if derived from any other source. Net income is determined by subtracting involuntary deductions and employment expenses from the gross earned income.</p>
<p>GR 43-106.5 – Hardship Deductions</p>	<p><u>Are hardship deductions allowed?</u></p> <p>The only hardship expenses that may be deducted from the parent's income to determine liability are medical expenses and court-ordered judgments. These expenses are allowed if reported by the responsible relative on the PA 528. The attachments to the signed and completed PA 528 are considered sufficient verification/documentation of the expenses for the responsible relative living</p>

	<p>separately from the individual.</p> <p>Real and/or personal property holdings listed under Item 21 of the PA 528 are to be utilized to meet the needs of the individual.</p>
GR 43-107 – Requirements for Responsible relative <u>IN</u> the Home	
GR 43-107.1 – Requirements	<p><u>What is required when the responsible relative is in the home?</u></p> <ul style="list-style-type: none"> • The relative completes a PA 528, Statement of Responsible Relative, during an office interview. • When the relative is employed and cannot take time off from work, the PA 528 may be given to the GR individual for completion by the relative or generated by LEADER. If the form is not returned within 10 workdays, the case is automatically terminated by LEADER.
GR 43-107.2 – PA 528 Returned	<p><u>What needs to be done when the PA 528 is returned?</u></p> <p>The amount of liability is determined using the GR Basic Budget Table to determine needs.</p> <p>Refer to GR 44-201 for the GR Basic Budget Table.</p> <p>The effective date of liability is the individual's effective date of aid.</p> <p>A PA 808, Relative Agreement Regarding Contributions to or Payments for Support Given to Dependents, is not required.</p> <p>NOTE: This computation is not automated on LEADER, it requires manual computation by the Worker.</p>
GR 43-107.3 – PA 528 NOT Returned	<p><u>What needs to be done when the PA 528 is NOT returned?</u></p> <p>When the responsible relative in the home refuses to complete the PA 528, aid is denied/terminated.</p>
GR 43-108 – Requirement for	

Responsible Relative <u>NOT</u> in the Home	
GR 43-108.1 – Requirements	<p><u>What is required when the responsible relative is NOT in the home?</u></p> <ul style="list-style-type: none"> • The PA 528 is generated by LEADER and mailed to the responsible relative and a ten-day FAC is set. If the form is not returned within ten workdays, the case is automatically terminated by LEADER.
GR 43-108.2 – PA 528 Returned	<p><u>What needs to be done when the PA 528 is returned?</u></p> <p>Liability is determined, using the Basic Budget Table.</p> <p>Refer to GR 44-201 for the GR Basic Budget Table.</p> <ul style="list-style-type: none"> • If there is no liability, record this in Case Comments. • When liability exists, the PA 808, Relative Agreement Regarding Contributions to or Payments for Support Given to Dependents, (an out of drawer form) is mailed to the responsible relative. The effective date of liability is the first of the month in which the responsible relative was first mailed the initial PA 528. • If the signed PA 808 is received during the intake period, procedures in GR 43-110 below are followed. • If the signed PA 808 is not returned within 10 working days, income is deducted and collection initiated. <p>NOTE: This computation is not automated on LEADER, it requires manual computation by the Worker.</p>
GR 43-108.3 – PA 528 NOT Returned	<p><u>What needs to be done when the PA 528 is NOT returned?</u></p> <p>When a responsible relative out of the home fails to cooperate in providing either relevant information or actual support, aid is denied/terminated by LEADER.</p>

	<p>When the responsible relative out of the home does not return the initial PA 528 within ten working days, a second PA 528 is sent and a ten working day FAC is set.</p> <p>When it is returned within ten days, follow instructions in GR 43-108.2 above.</p> <p>NOTE: A referral for collection is made when there is a court order for alimony and/or when the responsible relative returns the initial PA 528 but fails to return the PA 808.</p>
<p>GR 43-109 – Required Action</p>	
<p>GR 43-109.1 – PA 808 NOT Returned</p>	<p><u>What is required when the PA 808 is not returned?</u></p> <p>When a responsible relative residing in California responds to the PA 528 but fails or refuses to acknowledge liability to contribute on the PA 808, a manual referral is made for collection.</p>
<p>GR 43-109.2 – Annual Agreement</p>	<p><u>What is required at Annual Agreement?</u></p> <p>A reinvestigation is made at each Annual Agreement to determine the legally responsible relative’s ability to contribute.</p>
<p>GR 43-109.3 – Referrals for Collection</p>	<p><u>When are referrals for collection made?</u></p> <p>Manual referrals for collection are made when:</p> <ul style="list-style-type: none"> • A court order for support (alimony) exists that is not being met; or • A PA 808 has not been received within ten working days.
<p>GR 43-109.4 – Referrals for Collection Process</p>	<p><u>How are referrals for collection made?</u></p> <p>In addition to the original PA 528, the Worker includes the following in the referral:</p> <ul style="list-style-type: none"> • The present circumstances of the individual including income, earnings if the individual is employed, as well as any other information believed to be pertinent to a court hearing. • When there is court ordered alimony, secure

	from the individual the date of the final degree, amount of alimony, ex-spouse's address, place of employment and, if possible, social security number.
GR 43-110 – Contribution from Responsible Relatives	
GR 43-110.1 – Voluntary Contributions	<p><u>Are voluntary contributions from responsible relatives explored?</u></p> <p>Yes, as application the Worker determines if there are responsible relatives who do not have a liability but who are willing to assume full or partial responsibility for the support of the individual. Such support is acknowledged on the PA 379, Request for Support Information from Contributor (an out of drawer form).</p>
GR 43-110.2 – Responsible Relative Provides Full Support	<p><u>If the responsible relative in the home provides FULL support, what action is required?</u></p> <p>When it is determined by evaluating the PA 528 that the relative is able and willing to contribute the amount of the GR grant or higher, there is no eligibility to GR and aid is denied/terminated.</p>
GR 43-110.3 – Exception – DV	<p><u>EXCEPTION:</u> Victims of Domestic Violence/Battered Individuals</p> <ul style="list-style-type: none"> GR may be issued, if all other eligibility requirements are met, to a victim of domestic violence/battered person even though it is determined by reviewing the PA 528 or PA 808 that the responsible relative spouse is able and willing to contribute a sufficient amount to cover the individuals needs. The responsible relative spouse is not exempt from liability and must pay all support monies directly to Los Angeles County. <p>Refer to GR 40-101.7 for additional information on Victims of Domestic Violence/Battered Individuals.</p>
GR 43-110.4 – Responsible Relative Provides Partial Support	<p><u>If the responsible relative in the home provides partial support, how is the contribution handled?</u></p>

	<ul style="list-style-type: none"> • Responsible relative payments for partial support are made directly to the individual wherever possible. Income is deducted when the PA 808 is received. • Aid may not be denied/terminated when the responsible relative who lives out of the home fails to cooperate in providing information or actual support. In this instance, the individual signs a PA 806, Affidavit Regarding Contribution from Responsible Relative, (an out of drawer form) to verify that funds are not paid directly to him/her by the responsible relative. In this case, any grant reduction or denial/termination actions already initiated are reversed and the case referred for collection. • In any case involving a victim of domestic violence/battered individual, payment must be made by the responsible relative directly to DPSS. <p>Refer to GR 40-101.7 for additional information on Victims of Domestic Violence/Battered Individuals.</p> <p>NOTE: This process is not automated on LEADER, it requires manual computation by the Worker.</p>
<p>GR 43-110.5 – Payment Directly to DPSS</p>	<p><u>When is payment made directly to DPSS?</u></p> <p>A relative may make a payment directly to DPSS in the following instances:</p> <ul style="list-style-type: none"> • The relative agrees to make a contribution but is unwilling to make it directly to the individual. • The payments will be made irregularly. • The contributing relative presents a valid reason. • In any case involving a victim of domestic violence/battered individual, payment must be made by the responsible relative directly to DPSS. <p>Refer to GR 40-101.7 for additional information on Victims of Domestic Violence/Battered Individuals.</p>

GR 43-110.6 – Payment to DPSS Process	<p><u>How are contributions from responsible relative made to DPSS?</u></p> <ul style="list-style-type: none"> • Contributions payable by check or money order are made out to “The County of Los Angeles”. The contributing relative is advised to include the case name and case number across the top of the check/money order. • For contributions paid in cash, refer to Section 23-104 of the Operations Handbook. • The Departmental Receipt – 76M 478 is annotated with “GR Responsible Relative”.
GR 43-111 – Separated/Divorced Spouses (Legal Marriage Only)	
GR 43-111.1 – Separation – No Legal Action	<p><u>How is responsible relative liability determined when there is a separation without legal action?</u></p> <p>Since there is no court ordered support involved, the separated spouse is contacted and liability assessed as for any responsible relative out of the home.</p>
GR 43-111.2 – Legal Separation/Divorce	<p><u>How is responsible relative liability determined for legal separation/divorce?</u></p> <p>If there has been legal action taken by either spouse, it is necessary to determine whether a court order for support (alimony) exists and what the provisions are.</p> <p>If any one of the following applies, no contact is made with the relative:</p> <ul style="list-style-type: none"> • An order specifying no support for the individual exists. • An order for support exists and the spouse is meeting the legal obligation. The support received by the individual is treated as income. • A time-limited order for support exists and the time has expired.
GR 43-111.3 – Court Ordered Support Not	<p><u>What action is needed when there is a court order which specifies support that is currently</u></p>

<p>Being Made</p>	<p><u>applicable and the spouse is not contributing the full amount?</u></p> <p>See GR 43-108, above, for procedures.</p>
<p>GR 43-111.4 – Use Court Order to Determine Liability</p>	<p><u>Is the court order used to determine liability?</u></p> <p>Yes, the amount specified by the court order determines the liability, no the Responsible Relative Need Scale.</p>
<p>GR 43-111.5 – Court Ordered Alimony</p>	<p><u>What needs to be done if there is no court order for alimony?</u></p> <p>If no court order for alimony exists, the case is processed the same as for any responsible relatives out of the home.</p>

GR 43-200 SPONSORED ALIENS

Table of Contents

GR 43-201 – Definitions

GR 43-201.1	Sponsored Alien
GR 43-201.2	Affidavit of Support
GR 43-201.3	Aliens Who Do Not Require a Sponsor
GR 43-201.4	I-134 and I-864 Affidavit of Support
GR 43-201.5	Copy of I-134/I-864
GR 43-201.6	Sponsorship Period Ends
GR 43-201.7	Who is Sponsored

GR 43-202 – Requirements Sponsored Aliens

GR 43-203 – Requirements of the Sponsor

GR 42-203.1	Exploring Support
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GR 43-204 – Identification of Sponsored Aliens

GR 43-205 – Deeming

GR 43-205.1	Definition
GR 43-205.2	Exclusions from Deeming
GR 43-205.3	Obtaining Information About the Sponsor – ABP 1073
GR 43-205.4	Treatment of Income/Resources
GR 43-205.5	Deeming Formula
GR 43-205.6	Referred for Collection
GR 43-205.7	Process for Referral for collection

GR 43-200 Sponsored Aliens

GR 43-201 – Definitions	
GR 43-201.1 – Sponsored Alien	<p><u>Who is a sponsored alien?</u></p> <p>A sponsored alien is an individual who was lawfully admitted to the U.S. for permanent residence under the sponsorship of an individual, employer, or resettlement agency.</p>
GR 43-201.2 – Affidavit of Support	<p><u>What is an Affidavit of Support?</u></p> <p>An Affidavit of Support is a written promise that a sponsor will provide adequate financial support to a sponsored immigrant.</p> <p>NOTE: <u>All</u> aliens are assumed to be sponsored unless they are exempt from sponsorship as described in the following question.</p>
GR 43-201.3 - Aliens Who Do Not Require a Sponsor	<p><u>What aliens do not require a sponsor?</u></p> <p>The following immigrants are not required to have a sponsor:</p> <ul style="list-style-type: none"> • Asylees • Registry • Refugees • Naturalization applicants • Special immigrant juveniles • Adjustment of Lautenberg parolees • NACARA applicants (Nicaraguan Adjustment and Central American Relief Act) • HRIFA applicants (Haitian Refugee Immigration Fairness Act) • VAWA (Violence Against Women Act) applicants and children.
GR 43-201.4 – I-134 and I-864 Affidavit of Support	<p><u>Are there different kinds of Affidavits of Support?</u></p> <p>Yes, there are two Affidavits of Support.</p>

	<ul style="list-style-type: none"> • <u>I-134</u> The old Affidavit (I-134) was in effect prior to December 19, 1997. It required sponsors to support the alien for a period of three years. • <u>I-864</u> The new Affidavit (I-864) became effective December 19, 1997. It requires sponsors to support the immigrant until he/she becomes a naturalized citizen or can be credited with 40 qualifying quarters of work. <p>NOTE: It is possible that some immigrants entered the United States for a period of time after December 19, 1997 under the old Affidavit.</p>
<p>GR 43-201.5 – Copy of I-134 and/or I-864</p>	<p><u>Is the sponsored alien required to provide a copy of the I-134/I-864?</u></p> <p>No, the sponsored alien is not required to provide a copy of the I-134/I-864 as a condition of aid. However, if available, the Affidavit should be obtained as it assists in any collection activities. In the absence of an Affidavit, the date of entry must be used to determine the sponsorship period.</p>
<p>GR 43-201.6 – Sponsorship Period Ends</p>	<p><u>What needs to be done when the sponsorship period has expired?</u></p> <p>When the sponsorship period, as determined by LEADER, has expired:</p> <ul style="list-style-type: none"> • For adult cases, no further action is required. The case is no longer considered a sponsored alien case. Deeming is no longer required. • For family cases, General Relief (GR) is terminated and the individuals are referred to apply for CalWORKs.
<p>GR 43-201.7 - Who is Sponsored</p>	<p><u>Are all aliens sponsored?</u></p> <p>All aliens applying for GR are assumed to be sponsored <u>unless</u> they are exempt as described in 43-201 above.</p>
<p>GR 43-202 – Requirements of</p>	<p><u>What are sponsored aliens required to do?</u></p>

<p>Sponsored Aliens</p>	<ul style="list-style-type: none"> • All sponsored aliens applying for or currently receiving GR must provide sponsor information, including name, address, phone number, and income/resource information as a condition of eligibility to GR. <p>Note: When the whereabouts of the sponsor are unknown, the sponsored alien is required to provide the last known address. The G-845 SAVE, USCIS/INS Document Verification Request, and G-845 SUPPLEMENT, USCIS/INS Document Verification Request Supplement, are sent to USCIS when the sponsor's whereabouts are unknown.</p> <ul style="list-style-type: none"> • The sponsored alien must sign the Release of Information Section of the ABP 1073, Sponsor's Income and Resources Report and Reimbursement Agreement (a LEADER generated form). • Sponsored aliens who indicate they have been battered/victims of domestic violence by the sponsor/sponsor's spouse: <ul style="list-style-type: none"> ➤ Are required to provide all sponsor information as required above. ➤ Are required to sign the Release of Information Section of the ABP 1073; however, the ABP 1073 is not forwarded to the sponsor. <p>Those who fail to comply with the above are denied or terminated.</p>
<p>GR 43-203 – Requirements of the Sponsor</p>	<p><u>What are sponsors required to do?</u></p> <p>If an alien becomes aided on GR during the sponsorship period, the sponsor is responsible to reimburse the County for aid paid to the sponsored alien during that period.</p>
<p>GR 43-203.1 – Exploring Support</p>	<p><u>Is the sponsor's ability to support the individual while receiving GR explored?</u></p> <p>Yes, although the Affidavit of Support is a written promise to support the alien, the sponsor's ability to meet the needs of the individual must be explored.</p>

	<ul style="list-style-type: none"> • Sponsors who receive public assistance, including CalWORKs, GR, SSI, CAPI or Refugee benefits do not incur any financial liability. <ul style="list-style-type: none"> ➤ They must comply with all requirements, including signing the ABP 1073, Sponsor’s Income and Resources Report and Reimbursement Agreement (a LEADER generated form). ➤ At such time when the sponsor is no longer on public assistance, the agreement becomes binding and all resources and income become available to the sponsored alien. • When the sponsor is able to provide partial or full support, GR is reduced, denied or terminated. <p>For deeming information, refer to GR 43-205 below.</p>
<p>GR 43-204 – Identification of Sponsored Aliens</p>	<p><u>What are the ways that sponsored aliens can be recognized/identified?</u></p> <p>Eligibility staff may become aware of sponsors in any of the following ways:</p> <ul style="list-style-type: none"> • ABP 1049, GR Referral for SSI/SSP Application, if returned by the Social Security Administration with a notation that the individual may reapply after the sponsorship period. • Contact with the sponsor who either accompanies the individual to the office or calls on behalf of the individual. • Reported by the Individual, either verbally or on the DFA 285, Application for Food Stamps – Part 1. • PA 203-1, Refugee/Entrant Program: VOLAG Assistance Statement, completed by a resettlement agency.
<p>GR 43-205 – Deeming</p>	
<p>GR 43-205.1 – Definition</p>	<p><u>What is deeming?</u></p> <p>Deeming is the determination of what income and resources belonging to the sponsor and his/her spouse is regarded as being available to the</p>

	<p>sponsored alien for the purposes of determining eligibility to GR. This is different from the reimbursement agreement signed by a sponsor to reimburse aid paid during the sponsorship period.</p> <p>Deeming determinations are conducted at intake, when there is a change in the sponsor's support, or when it is discovered that the individual has a sponsor.</p>
<p>GR 43-205.2 – Exclusions from Deeming</p>	<p><u>Are there any exclusions from deeming?</u></p> <p>Yes, a sponsored alien's application is processed <u>without</u> deeming in the following instances:</p> <ul style="list-style-type: none"> • The sponsor abandons his/her duty to support. Abandonment includes abuse, battery, neglect or refusal to support. <ul style="list-style-type: none"> ➤ Evidence of other forms of abandonment must be provided by documentation or collateral statement. This can be a PA 853, "Affidavit," completed by the sponsored alien when there is no other documentation available. ➤ Abandonment <u>does not</u> apply to sponsored aliens who do not know the whereabouts of the sponsor or those who refuse to provide information about the sponsor. The alien is required to provide the last known address of the sponsor and the ABP 1073 is sent to that address. <p>In addition, the G-845 SAVE, USCIS/INS Document Verification Request, and G-845 SUPPLEMENT, USCIS/INS Document Verification Request Supplement, are sent to USCIS to obtain information regarding the sponsor. If the G-845 SAVE and G-845 SUPPLEMENT are returned with a different address for the sponsor, another ABP 1073 is sent to the new address.</p> <p>NOTE: For aliens who have been battered by their sponsor, the ABP 1073 is not to be sent to the sponsor.</p> • The sponsor refuses to support. The refusal can be made verbally to the Worker or documented on the ABP 1073 (a LEADER generated form).

	<ul style="list-style-type: none"> • The sponsor receives public assistance, such as CalWORKs, CAPI, GR, SSI, etc. • When the sponsored alien was: <ul style="list-style-type: none"> ➤ Admitted to the U.S. prior to April 1, 1980 under Section 1153(a)(7) of Title 8 of the U.S. Code. ➤ Admitted to the U.S. after March 31, 1980 under Section 1157© of Title 8 of the U.S. Code. ➤ Paroled into the U.S. as a refugee under Section 1182(d)(5) of Title 8 of the U.S. Code. ➤ Granted political asylum by the Attorney General of the U.S. pursuant to Section 1158 of Title 8 of the U.S. Code. ➤ Admitted as a Cuban or Haitian entrant, as defined in Section 501(e) of the Refugee Education Assistance Act of 1980 (Public Law 96-422).
<p>GR 43-205.3 – Obtaining Information About the Sponsor – ABP 1073</p>	<p><u>How is information about the sponsor’s income/resources/contributions obtained?</u></p> <p>Income, resources and contribution information and verification are reported by the sponsor on the ABP 1073. This is done at intake, whenever there is a change in the sponsor’s support or when it is discovered that the individual has a sponsor.</p>
<p>GR 43-205.4 – Treatment of Income/Resources</p>	<p><u>How is the income/resources of the sponsor treated?</u></p> <ul style="list-style-type: none"> • The earned and unearned income of the sponsor and his/her spouse (when living together) as well as their personal and real property resources are considered in the deeming process. • All income/resources/contributions reported by the sponsor on the ABP 1073 are recorded on the ABP 1074, Sponsor Worksheet (an out of drawer form). <ul style="list-style-type: none"> ➤ When the deemed amount is greater than the contribution amount, the deemed

	<p>amount is not deducted from the GR grant.</p> <ul style="list-style-type: none"> ➤ When the contribution amount is greater than the deemed amount, the contribution amount is deducted from the GR grant. ➤ When either the deemed or contribution amount equals or exceeds the GR grant amount, GR is denied/terminated for excess income. ➤ When the resources for the <u>alien or the sponsor</u> exceed the maximum resources allowable, GR is denied/terminated for excess personal property. ➤ Using the above information, the sponsored alien's eligibility to GR is determined.
<p>GR 43-205.5 – Deeming Formula</p>	<p><u>What is the deeming formula?</u></p> <p>The deeming formula is provided on the ABP 1074 and is used to determine the amount available to the sponsored alien. The information obtained on the ABP 1073 is entered on the ABP 1074.</p> <ul style="list-style-type: none"> • When a sponsor is providing support for two or more aliens on more than one case, the deemed income amount, if any, is divided by the total number of aliens sponsored. The divided share becomes the sponsored alien's deemed income amount. • The deemed income amount is treated as unearned income for the duration of the sponsorship period (see GR 43-205.4). Each time a sponsor reports a change in support circumstances, a new determination is made. • Using the deeming formula, eligibility to GR is determined.
<p>GR 43-205.6 – Referred for Collection</p>	<p><u>Are sponsored alien cases referred for collection?</u></p> <p>Yes, because a sponsor signs as Affidavit of Support agreeing to support, he/she is obligated to reimburse and GR paid to the sponsored alien during the sponsorship period.</p> <ul style="list-style-type: none"> • All sponsored alien cases are referred for

	<p>collection without regard to whether the sponsor is on public assistance or has abandoned the alien.</p> <ul style="list-style-type: none"> • All sponsored alien cases, still within the sponsorship period, are referred to Special Payments for collection upon approval of the case and at case termination.
<p>GR 43-205.7 – Process for Referral for Collection</p>	<ul style="list-style-type: none"> • At case approval, the ABP 495, Request for Collection Adult Benefits Program, (an out of drawer form) is forwarded to Special Payments with the original ABP 1073: <ul style="list-style-type: none"> ➤ <u>If the sponsor completed/returned the ABP 1073</u>, a copy of the original and signed ABP 1073 is included with the ABP 495. ➤ <u>If the sponsor did not complete/return the ABP 1073</u>, only the yellow copy of the ABP 1073 is included. • To assist the Treasurer and Tax Collector in its collection activities, the I-134/I-864 (when available) is also attached to all ABP 495s forwarded to Special Operations Section.

GR 44-100 INCOME

Table of Contents

GR 44-101 – Policy/Definitions

GR 44-101.1	Policy
GR 44-101.2	Gross Income
GR 44-101.3	Net Income
GR 44-101.4	Current Income
GR 44-101.5	Earned Income
GR 44-101.6	Earned Income Disregards
GR 44-101.7	In-kind Income
GR 44-101.8	Voluntary Contributions

GR 44-102 – Exempt Income

GR 44-102.1	Payments for Use of Third Party
GR 44-102.2	Payments to Meet GR Special Needs
GR 44-102.3	In-Kind Transportation – Family Emergencies
GR 44-102.4	Rehabilitation Program -- Workforce Investment Act Funds
GR 44-102.5	Educational Grants/Loans
GR 44-102.6	Personal Loans
GR 44-102.7	Income to Victims of Battery or Other Violent Crimes
GR 44-102.8	Rent Subsidies
GR 44-102.9	Relocation Benefits
GR 44-102.10	HUD Mortgage Loans
GR 44-102.11	Disaster Relief Funds
GR 44-102.12	Homeowner/Renter Assistance
GR 44-102.13	Utility Assistance Programs
GR 44-102.14	Alaska Native Claims Settlement

GR 44-103 – QR Cycle

GR 44-103.1	Quarterly Reporting Cycle
GR 44-103.2	Three Months in the QR Cycle
GR 44-103.3	QR Payment Quarter
GR 44-103.4	Prospective Budgeting
GR 44-103.5	Prospective Eligibility

GR 44-104 – Prospective Budgeting Intake

GR 44-104.1	Net Income Test At Intake
GR 44-104.2	Determining Benefits
GR 44-104.3	Emergency Aid - Intake
GR 44-104.4	Income in Month of Application – Less Than Grant

GR 44-105 – Income Types

GR 44-106 – Methods of Apportioning Income to Future Months

GR 44-106.1	Income for School Employees
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- GR 44-106.2 Certified School Employee
- GR 44-106.3 Classified School Employee
- GR 44-106.4 UIB Status

GR 44-107 – Treatment of Income from Lump Sum Payments

- GR 44-107.1 thru 44-107.8 – Removed
- See GR 42-216.5 thru 42-216.11 for Lump Sum Payments

GR 44-108 – Responsibilities of the GR Individual

GR 44-109 – Personal Injuries

- GR 44-109.1 Disability or Injury Reported
- GR 44-109.2 Lawsuit
- GR 44-109.3 Contracting Attorney or Insurance Company
- GR 44-109.4 Monetary Settlement
- GR 44-109.5 Liaison

GR 44-110 – Workers' Compensation Benefits

- GR 44-110.1 Work Related Injury or Illness
- GR 44-110.2 Worker's Compensation
- GR 44-110.3 Verification
- GR 44-110.4 Interim Verification
- GR 44-110.5 Workers' Compensation Information Received
- GR 44-110.6 Insufficient Worker's Compensation Information
- GR 44-110.7 FACs Needed

GR 44-111 – Private Disability Insurance Plan

- GR 44-111.1 Requirements for Private Plans
- GR 44-111.2 Verification for Private Plans
- GR 44-111.3 Interim Verification
- GR 44-111.4 Sufficient Verification Received
- GR 44-111.5 Insufficient Verification Received
- GR 44-111.6 FACs

GR 44-112 – Unemployment Insurance Benefits (UIB)

- GR 44-112.1 Who is Evaluated for Potential UIB
- GR 44-112.2 Receipt of UIB and DIB
- GR 44-112.3 Criteria for UIB Eligibility
- GR 44-112.4 Criteria for Other States
- GR 44-112.5 Trade Readjustment Allowance (TRA)
- GR 44-112.6 Evaluation for Potential UIB Eligibility
- GR 44-112.7 UIB Claims Filed
- GR 44-112.8 Appeal of UIB Denial
- GR 44-112.9 Verification of Denied UIB
- GR 44-112.10 Verification of Appeal of UIB Denial
- GR 44-112.11 Out of State UIB TRA Claims Verified
- GR 44-112.12 Fails to Appeal UIB Denial

GR 44-112.13 Out of State Claims

GR 44-113 – Disability Insurance Benefits (DIB)

- GR 44-113.1 Who is Evaluated for DIB Eligibility?
- GR 44-113.2 Denied UIB
- GR 44-113.3 DIB Eligibility Criteria
- GR 44-113.4 DIB Claim and NSA Referral
- GR 44-113.5 When to Evaluate DIB Eligibility
- GR 44-113.6 Verification DIB Claim Filed
- GR 44-113.7 Denied DIB Claim
- GR 44-113.8 Verification of DIB Denial/Appeal
- GR 44-113.9 Failure to Appeal a DIB Denial

GR 44-114 – Earnings

- GR 44-114.1 Net Income from Employment
- GR 44-114.2 Earned Income Disregards (EID)
- GR 44-114.3 Determining EID
- GR 44-114.4 Earned Income Tax Credit
- GR 44-114.5 Verification of Earnings
- GR 44-114.6 Verification of Deductions/Expenses
- GR 44-114.7 Input to LEADER

GR 44-115 – In-Kind Income

- GR 44-115.1 In-kind Items
- GR 44-115.2 Value of In-kind Housing
- GR 44-115.3 Value of Shared Housing
- GR 44-115.4 Value of Utilities
- GR 44-115.5 Value of Food
- GR 44-115.6 In-kind Housing/Utilities Exceed the Grant

GR 44-116 – Railroad Retirement Benefits

- GR 44-116.1 Who Must Apply
- GR 44-116.2 Verification
- GR 44-116.3 Required FACs
- GR 44-116.4 Written Request for Railroad Retirement Information

GR 44-117 – Other Contributors Responsible Relatives

- GR 44-117.1 Responsible Relatives
- GR 44-117.2 Other Contributors
- GR 44-117.3 Determining Contributions
- GR 44-117.4 Verification
- GR 44-117.5 Treatment of Contributions

GR 44-118 – Income to Refugees/Entrants

- GR 44-118.1 Sponsored Aliens
- GR 44-118.2 VOLAG – PA 203-4/203-1

- GR 44-118.3 Refuses to Sign the PA 203-1
- GR 44-118.4 Returned PA 203-1
- GR 44-118.5 Emergency Exists

GR 44-119 – Social Security Benefits: Retirement, Survivors, Disability and Health Insurance (RSDHI)

- GR 44-119.1 Who is Referred to Apply for Benefits
- GR 44-119.2 Referral for Social Security RSDHI SSA 1610
- GR 44-119.3 Verification

GR 44-120 – Former SSI/SSP or Social Security (Retirement, Survivors, Disability and Health Insurance [RSDHI]) Recipients

- GR 44-120.1 Appeal for SSI/SSP or RSDHI
- GR 44-120.2 Appeal Not Filed
- GR 44-120.3 Reapplying for Terminated Benefits
- GR 44-120.4 Formerly Received Benefits
- GR 44-120.5 Request for Continued Benefits
- GR 44-120.6 Informing Individuals about Continued Benefits
- GR 44-120.7 Eligibility when Receiving SSI/SSP or RSDHI
- GR 44-120.8 Failure to Request Continued Benefits
- GR 44-120.9 Receiving RSHDI Benefits
- GR 44-120.10 Filing Appeal for SSI/SSP or RSDHI
- GR 44-120.11 Filing an Appeal and Request for Continued Benefits

GR 44-121 – Veterans'/Servicemen's Benefits and Other Military Benefits

- GR 44-121.1 Applying for Veterans' or Military Benefits
- GR 44-121.2 Who must apply?
- GR 44-121.3 Responsibilities of Veterans
- GR 44-121.4 Referrals for Veterans' Benefits
- GR 44-121.5 Other Military Benefits
- GR 44-121.6 Allotments
- GR 44-121.7 Military Retirement
- GR 44-121.8 Obtaining Information GI Life Insurance
- GR 44-121.9 Residential Resources
- GR 44-121.10 California Veterans' Home
- GR 44-121.11 Requirement to Apply for California Veteran's Home
- GR 44-121.12 Residents in Government Funded Public Institution Not Eligible for GR
- GR 44-121.13 Referrals to California Veterans' Home

GR 44-122 – Other Income

- GR 44-122.1 Sources of Income
- GR 44-122.2 Verification
- GR 44-122.3 Verification – Dividends, Premiums, Interest, etc.
- GR 44-122.4 Verification – Pensions, Annuities, etc.
- GR 44-122.5 Loans
- GR 44-122.6 Retirement Funds
- GR 44-122.7 Alimony

GR 44-122.8 Real Property
GR 44-122.9 Formula for Determining Net Rental Income
GR 44-122.10 Verify Rental Amount
GR 44-122.11 Verify Rental Expenses
GR 44-122.12 Renting a Room
GR 44-122.13 Formula for Determining Net Room Rental Income
GR 44-122.14 Verify Room Rental

GR 44-100 Income

GR 44-101 – Policy/Definitions	
GR 44-101.1 – Policy	<p><u>How is income treated?</u></p> <ul style="list-style-type: none">• All net income to the GR household is deducted from the GR grant. <p>Refer to OPS 23-110 – Quarterly Reporting for details.</p> <p>Exception: Refer to GR 44-102 for exempt income.</p> <ul style="list-style-type: none">• All income of a legally married, non-aided spouse with whom the GR individual is living, in excess of the spouse’s needs per the GR Basic Budget Table, is considered income to the GR household.• Refer to GR 44-117 for details on marital-like situations.• If any person in the home receives State or federal public assistance, (e.g., SSI/SSP, CAPI, CalWORKs) none of the income of the public assistance recipient is considered available to meet the needs of the GR household.• Applicants who will begin receiving income in the application month that will equal or exceed the GR grant may be eligible to receive emergency aid pending actual receipt of the income. <p>Refer to GR 44-104.2 for details.</p> <ul style="list-style-type: none">• Individuals are responsible for providing information necessary for income determination and for taking all action necessary to obtain available income.<ul style="list-style-type: none">➤ Income is available if the person has only to apply for, claim, or accept the income in order to obtain it.➤ Examples of available income are:<ul style="list-style-type: none">✓ Relative’s offer of a contribution.

	<ul style="list-style-type: none"> ✓ UIB, DIB ✓ SSI/SSP or RSDHI benefits, including benefits available by appealing SSI/SSP terminations. <ul style="list-style-type: none"> • The entire GR household is ineligible if an individual refuses to accept or apply for available income. • The Worker is responsible for following up with the person(s) and/or the agency where the individual applied for income benefits. <p>Refer to GR 44-109 through GR 44-121 below for specific requirements for follow-up and verification.</p>
GR 44-101.2 – Gross Income	<p><u>What is gross income?</u></p> <p>Gross income is the total amount of income before deductions.</p>
GR 44-101.3 – Net Income	<p><u>What is net income?</u></p> <p>Net income is the amount remaining after deducting allowable expenses from the gross income.</p>
GR 44-101.4 – Current Income	<p><u>What is current income?</u></p> <p>Current income is the cash (including loans), food, housing, and other items that are received by and available to the GR household.</p>
GR 44-101.5 – Earned Income	<p><u>What is earned income?</u></p> <p>Earned income is money or an in-kind payment from employment of any type with the exception of Earned Income Tax Credits (EITC).</p> <p>Refer to GR 44-114 for details on earned income.</p>
GR 44-101.6 – Earned Income Disregards	<p><u>What are Earned Income Disregards (EID)?</u></p> <p>EID is the sliding scale amount of an individual's earnings that is disregarded in calculating the earnings to be deducted from the grant.</p> <p>Refer to GR 44-114 for details on EID.</p>

<p>GR 44-101.7 – In-kind Income</p>	<p><u>What is in-kind income?</u></p> <p>Any free items, such as housing, utilities, or food, received by the GR household, are considered in-kind income.</p> <p>Refer to GR 44-115 for details on determining the value of in-kind items.</p> <p>Refer to Income – InKind for LEADER procedures for in-kind income.</p> <p>NOTE: An in-kind income deduction would not apply when an individual has paid rent prior to applying for GR. In these situations, the full amount of rent paid is allowed as a housing expense.</p>
<p>GR 44-101.8 – Voluntary Contributions</p>	<p><u>What are voluntary contributions?</u></p> <p>Voluntary contributions are any cash (including loans) received by the GR household during the month.</p>
<p>GR 44-102 – Exempt Income</p>	<p><u>Is any income exempt?</u></p> <p>The following are exempt and are <u>not</u> counted as income:</p>
<p>GR 44-102.1 – Payments for Use of Third Party</p>	<ul style="list-style-type: none"> • Payments for Use of Third Party <p>Payments made to a GR household exclusively on behalf of another person are exempt (e.g., foster care payments made to an individual for the care of a foster child).</p>
<p>GR 44-102.2 – Payments to Meet GR Special Needs</p>	<ul style="list-style-type: none"> • Payments to Meet GR Special Need <p>Payments up to the GR ceiling made by a third party to meet a GR recognized special need items are exempt. In such cases, the special need is not allowed/budgeted.</p> <p><u>EXAMPLE:</u></p> <p>A son pays his GR mother’s yearly property tax. In such an instance, the payment would be exempt from consideration as income. No special need allowance for property taxes is budgeted.</p>

<p>GR 44-102.3 – In-Kind Transportation – Family Emergencies</p>	<ul style="list-style-type: none"> • In-Kind Transportation – Family Emergencies <p>In-kind transportation provided for an individual for attending family emergencies involving critical illness or death are exempt.</p>
<p>GR 44-102.4 – Rehabilitation Program – Workforce Investment Act Funds</p>	<p><u>Rehabilitation Program/Workforce Investment Act (WIA) Funds</u></p> <p><u>Department of Rehabilitation (DR) or WIA Funds</u></p> <p>Any part of a payment to an individual from DR or WIA which is used to meet one or more of the following needs is exempt:</p> <ul style="list-style-type: none"> ➤ Tuition ➤ Books ➤ Transportation to/from school/training in the amount claimed by the individual or the cost, as determined by GR 44-237, whichever is less ➤ Tools/equipment required by the study or training program ➤ Other educational fees <p>Vocational Rehabilitation Program Administered by the County Department of Health Services (DHS)</p> <p>Any part of a payment to an individual from the Vocational Rehabilitation Program administered by the County DHS, which is used to meet one or more of the following needs is exempt:</p> <ul style="list-style-type: none"> ➤ Tuition ➤ Books ➤ Transportation to/from school/training in the amount claimed by the individual or the cost, as determined by GR 44-237, whichever is less ➤ Car insurance and motor vehicle registration (Exemption based on individual’s use of own car because public transportation is not available)

	<ul style="list-style-type: none"> ➤ Tools/equipment required by the study or training program ➤ License or certification fees ➤ Special clothing (uniforms) and cleaning and laundry services ➤ Meals purchased at training site <p>NOTE: No in-kind income is charged if the individual receives free meals at the training site.</p> <ul style="list-style-type: none"> ➤ Grooming items (not to exceed \$5.00 per month) such as hair cuts, makeup (including lipstick, mascara, eye shadow, etc.), other essential cosmetics ➤ Other educational fees
<p>Verification</p>	<p>Verification: Verification (receipts, letters from the school officials, rehabilitation counselor, etc.) of the school/training allowance received must be provided to document any amount exempted as income. Case comments should reflect the documents seen and the amounts exempt for each reason.</p> <p>Verification of the school/training allowance is submitted on the QR 7.</p>
<p>GR 44-102.5 – Educational Grants/Loans</p>	<p>Educational Grants/Loans</p> <p>Any part of the Federal/State student grants/loans designated below which is used to meet one or more of the items in “Exempt School Need Items” below are exempt. For grants/loans not listed, district administrative staff may call the GR & CAPI Programs’ liaison for direction.</p> <p><u>Federal Student Grants/Loans</u></p> <ul style="list-style-type: none"> ➤ PELL Grant ➤ Supplemental Educational Opportunity Grant (SEOG) ➤ College Work Study (CWS) ➤ National Direct Student Loan (NDSL)

	<ul style="list-style-type: none"> ➤ Guaranteed Student Loan (GSL) <p><u>California State Student Grants/Loans</u></p> <ul style="list-style-type: none"> ➤ Cal Grants A, B, and C ➤ Graduate Fellowship ➤ Bilingual Teacher Grant ➤ California Loans to Assist Students (CLAS) which are also known as Parent Loans for Undergraduate Students (PLUS) <p><u>Exempt School Need Items</u></p> <ul style="list-style-type: none"> ➤ Tuition ➤ Books ➤ Educational fees to include transportation to/from school/training and tools/equipment required by the school/training program ➤ License or certification fees ➤ Special clothing if uniforms are required for the school/training program
Verification	<p>Verification: Verification (e.g., receipts, letters from the school officials, etc.) of the amount of the student grant/loan received, and the exempt school need item for which it was used must be provided.</p> <p>When the Worker determines from the school officials that the school received the grant/loan directly and none of the money will go directly to the GR person, no further verification is required.</p> <p>The documents seen and the amounts exempted for each reason are recorded in Case Comments. Any part of the grant/loan used to meet everyday living needs; e.g., rent, food, etc., are not exempt and are considered as income.</p> <p>Verification of the student grant/loan is submitted on the QR 7.</p>
GR 44-102.6 – Personal Loans	<p>Personal Loans</p> <p>The portion of any loan which is used solely to meet</p>

	<p>the food, housing, or personal care needs of an individual subject to the following conditions are exempt.</p> <ul style="list-style-type: none"> ➤ The amount of exemption is only up to the GR grant amount for the particular need item for which it is used. ➤ <u>Intake</u> – the loan must be received either during the 30 day period immediately preceding the date of application or during the period when the application is pending or be obtained to meet basic needs that are unmet due to an erroneous denial. ➤ <u>Approved</u> – the loan must be obtained to meet basic needs that are unmet due to an erroneous termination or a delay in the receipt of the grant. <p>NOTE: This determination is not a function of LEADER and must be manually determined.</p>
<p>Verification</p>	<p>Verification: Individual's statement on the PA 853-2, Affidavit, (an out of drawer form) to include <u>all</u> of the following, is completed:</p> <ul style="list-style-type: none"> • The amount of the loan, • The purpose of the loan; i.e., what the money was used for, • The name of the lender, • The date the loan was made, and • The plan for repayment. <p>NOTE: For approved cases, the loan must be repaid when the GR person receives the GR grant.</p> <p>If the amount of the loan exceeds the GR grant amount for the particular need item, the “excess” amount is considered income.</p> <p><u>EXAMPLE:</u></p> <p>On April 1, a person borrows \$150 to pay rent and then applies for GR on April 3. The Worker only</p>

	<p>considers \$136 (the current one person household housing allowance) as exempt income. The \$14 difference between the total loan amount and the GR housing allowance (\$150 minus \$136) is treated as income.</p> <p>Refer to GR 44-104 for details.</p>
<p>GR 44-102.7 – Income to Victims of Battery or Other Violent Crimes</p>	<p><u>Income to Victims of Battery or Other Violent Crimes</u></p> <p>Current income received by the spouse of a battered person/victim of domestic violence is exempt.</p> <p>Money received by victims of violent crimes through the Victim Assistance Program administered by the State Board of Control pursuant to the California Government Code Section 13959 through 13969 is exempt.</p> <p>Note: This determination is not a function of LEADER and must be manually determined.</p>
<p>GR 44-102.8 – Rent Subsidies</p>	<p>Rent Subsidies</p> <p>Rent subsidies, received either from government or nonprofit agencies are exempt. In order to be exempt, the rent subsidy must not be payable in the individual’s name. The rent subsidy must be made payable to the landlord/manager/owner/facility in the name of the GR person.</p> <p>After input of rent subsidy information, LEADER exempts the income.</p>
<p>Verification</p>	<p>Verification: When a rent subsidy is reported, the following action are taken:</p> <ul style="list-style-type: none"> • The name of the agency providing the subsidy, the amount and duration of the subsidy is recorded in Case Comments. • The PA 101-4, Rent Subsidy Verification, (an out of drawer form) along with a postage-aid, return envelope is mailed to the rent subsidy provider. • A 10 workday FAC is set for the return of the PA 101-4. <p>Refer to Future Action Controls – User</p>

	<p>Initiated – Create for LEADER instructions on setting a user FAC.</p> <ul style="list-style-type: none"> • If the PA 101-4 is not returned within 10 workdays, the rent subsidy provider is telephoned to obtain information for the PA 101-4. The information is recorded on the case copy of the PA 101-4. • If the information on the returned PA 101-4 conflicts with the information given by the individual, the rent subsidy provider is called to clarify the information. The clarification must be recorded and any subsequent action taken recorded in Case Comments.
<p>GR 44-102.9 – Relocation Benefits</p>	<p>Relocation Benefits</p> <p>Relocation Benefits received from a public agency for the purpose of relocating from one home to another are exempt.</p> <p>Verification: The Case Comments should reflect that the contract specifying the relocation benefit amount has been seen and the amount of the benefit.</p> <p>Note: This determination is not a function of LEADER and must be manually determined.</p>
<p>GR 44-102.10 – HUD Mortgage Loans</p>	<p>HUD Mortgage Loans</p> <p>Mortgage loans received from HUD are exempt.</p> <p>Verification: The Case Comments should reflect that the mortgage loan document has been seen, the amount of the loan and the date of issuance.</p> <p>After input of HUD information, LEADER exempts the income.</p>
<p>GR 44-102.11 – Disaster Relief Funds</p>	<p>Disaster Relief Funds</p> <p>Funds received from governmental relief programs, including disaster relief funds (e.g., those received as a result of an earthquake) are exempt.</p> <p>Verification: The Case Comments should reflect that the disaster relief document has been reviewed, the amount of funds issued and the date of issuance.</p>

	<p>Note: This determination is not a function of LEADER and must be manually determined.</p>
<p>GR 44-102.12 – Homeowner/Renter Assistance</p>	<p>Homeowner/Renter Assistance</p> <p>Funds received from the State Franchise Tax Board are exempt only if the individual:</p> <ul style="list-style-type: none"> ➤ is 62 years of age or older, blind or disabled, and ➤ owned and lived in their own home during the past year or paid \$50 or more rent per month, and ➤ has a total household yearly income of \$33,132 or less, and ➤ is a U.S. citizen or legal non-citizen. <p>After input of information, LEADER exempts the income.</p>
<p>GR 44-102.13 – Utility Assistance Programs</p>	<p>Utility Assistance Programs</p> <p>Assistance from utility assistance programs for any member of the GR household is exempt.</p> <p>Verification: The Case Comments should reflect that the utility assistance document has been reviewed, the amount of utility assistance and date of receipt.</p> <p>Note: This determination is not function of LEADER and must be manually determined.</p>
<p>GR 44-102.14 – Alaska Native Claims Settlement</p>	<p><u>Alaska Native Claims Settlement</u></p> <p>Cash, stocks, a partnership interest, land, or an interest in a settlement trust (including cash dividends on stocks and bonds received from a Native Corporation) to the extent that it does not exceed \$2,000 per year is exempt.</p> <p>Note: In determining the eligibility for the Food Stamp household, any compensation, revenue, or other benefits received from the Alaska Native Claims Settlement shall be disregarded.</p>
<p>GR 44-103 – QR Cycle</p>	

<p>GR 44-103.1 – Quarterly Reporting Cycle</p>	<p><u>What is a QR cycle and how are the cycles set?</u></p> <p>Refer to OPS 23-110.12 and OPS 23-110.13 for details.</p>
<p>GR 44-103.2 – Three Months in the QR Cycle</p>	<p><u>What are the three months of the QR cycle?</u></p> <p>The three months are:</p> <ul style="list-style-type: none"> • First Month of the payment cycle • QR Data Month • QR Submit Month <p>Refer to OPS 23-110.12 for definitions.</p>
<p>GR 44-103.3 – QR Payment Quarter</p>	<p><u>What is the QR Payment Quarter?</u></p> <p>Refer to OPS 23-110.12 for definition.</p>
<p>GR 44-103.4 – Prospective Budgeting</p>	<p><u>What is prospective budgeting?</u></p> <p>Prospective budgeting is the method of computing an aid payment for a QR Payment Quarter using an estimate of the income reasonably expected to be received in that quarter. The estimate is to be based on the knowledge of past and current income and reasonable expectation of future income.</p>
<p>GR 44-103.5 – Prospective Eligibility</p>	<p>Is prospective budgeting used to determine eligibility?</p> <p>Yes, LEADER uses income, including anticipated income and expenses and household information reported on the QR 7 to determine initial and continued eligibility and benefit levels.</p>
<p>GR 44-104 – Prospective Budgeting Intake</p>	
<p>GR 44-104.1 – Net Income Test at Intake</p>	<p>If an applicant is working, is the Earned Income Disregard (EID) allowed?</p> <p>Before the EID can be allowed, the net income test must be completed by the Worker as follows:</p> <p>Since the net income test is not supported by</p>

	<p>LEADER the Worker completes the test manually.</p> <p>Refer to WA No. 38 Net Income Test At Intake – GR for LEADER procedures for the net income test at Intake.</p> <ul style="list-style-type: none"> • The net earnings are determined by subtracting the deductions from the gross earnings. <p>Refer to GR 44-114 for deductions.</p> <ul style="list-style-type: none"> • The net income is deducted from the GR grant. • If the net income is less than the GR grant, the individual is eligible and the EID is allowed. <p>Refer to GR 44-114 for details on EID.</p>
<p>GR 44-104.2 – Determining Benefits</p>	<p>After the Worker completes the net income test, does LEADER determine benefits?</p> <p>Yes, LEADER determines benefits based on the averaged income amount: however, it is important to follow procedures in WA No. 38 Net Income Test at Intake – GR.</p> <p>If there is financial ineligibility for the first month but LEADER determines that there is financial eligibility in the second month, LEADER will fail the first month and pass the second month. Benefits will be approved effective the first day of the second month.</p> <p>If there is financial eligibility for the first month but LEADER determines there is no financial eligibility in the second month, LEADER will pass the first month and fail the second month.</p> <p>Refer to OPS 23-110.38 for additional information on new applications.</p>
<p>GR 44-104.3 – Emergency Aid – Intake</p>	<p>At intake, can emergency aid be issued until the actual receipt of income?</p> <p>Yes, if the requirements for emergency aid are met, emergency aid may be issued until actual receipt of the income.</p> <p><u>EXAMPLE:</u></p>

	<p>A homeless person applies for GR on June 3. He will begin receiving UIB in the amount of \$200 per week on June 11. If otherwise eligible, he can receive emergency housing vouchers and any other type of emergency aid to which he is eligible until June 11. LEADER will then deny the case for excess income.</p> <p>Refer to GR 44-220 for details on emergency aid.</p>
<p>GR 44-104.4 – Income in Month of Application – Less Than Grant</p>	<p>If income in the month of application is less than the GR grant, is the individual eligible to GR?</p> <p>When income received in the month of application is less than the grant for the entire month, the needs for the period of the month prior to application is determined.</p> <p>If the income received in the application month is less than or equal to prorated needs for the period prior to the application date, no income is deducted from the prorated grant for the remaining portion of the month.</p> <p><u>EXAMPLE:</u></p> <p>A person living alone applies for GR on September 18 and reports net income of \$70 during month of application. The applicant's prorated needs amount for the period September 1 through September 17 is \$125.23.</p> <p>Since the income (\$70) received by the applicant in the month of application is less than the prorated needs amount (\$125.23) for the period preceding the date of application, no income is deducted from the beginning month's grant.</p> <ul style="list-style-type: none"> • If the income received in the application month is more than the prorated needs for the period prior to the application date, the amount of income that is more than the prorated needs is considered income. This amount is deducted from the prorated grant for the remaining portion of the month. <p><u>EXAMPLE:</u></p> <p>An individual living alone applies for GR on September 25 and reports net income of \$185</p>

	<p>during the month of application.</p> <p>The applicant's prorated needs amount for the period September 1 through September 24 is \$176.80.</p> <p>Since the income (\$185) received by the applicant in the month of application exceeds the prorated needs (\$176.80) for the period before the date of application, the excess of \$8.20 (\$185 minus \$176.80) is considered income.</p> <p>NOTE: LEADER is unable to prorate the grant/income at this time; a Work Around is being developed.</p>
<p>GR 44-105 – Income Types</p>	<p><u>Are there different types of income?</u></p> <p>Yes, once it's determined that the individual has reasonably anticipated gross income, the income can be either:</p> <ul style="list-style-type: none"> • Stable income or, • Fluctuating income <p>Refer to OPS 23-110.38 for definitions and additional information.</p>
<p>GR 44-106 – Methods of Apportioning Income to Future Months</p>	<p>How is income for an employee under an annual contract who works fewer than 12 months treated for determining eligibility?</p> <p>When determining eligibility for an employee under an annual contract who works fewer than 12 months, the income from such a contract is apportioned (divided) equally over the period of the contract. Apportionment begins with the first month of the contract and extends through the 12th month. This applies even though the person actually works fewer than 12 months.</p>
<p>GR 44-106.1 – Income for School Employees</p>	<p><u>How is income for school employees handled?</u></p> <p>The treatment of income (full-time or part-time) of a school employee depends on whether the person is employed under an annual contract. It is necessary to determine if the person is identified as a "certificated" or "classified" employee.</p>

	<ul style="list-style-type: none"> • The “certificated” school employee classification includes teachers, principals, vice principals, and teaching assistants. Under this classification, most employees have an individual employment contract. Also, most employees return to their employment when a new school session begins. • The “classified” school employee includes positions such as clerical employees, cafeteria workers, and education aides. The “classified” school employee is employed only during the school session and does not have an individual employment contract. <p>The “classified” school employee is not given a guarantee of reemployment at the start of a new year. Return to work is determined by the school district’s needs.</p> <p>NOTE: Some “classified” school employees may work 12 months a year in schools with year round sessions.</p>
<p>GR 44-106.2 – Certified School Employee</p>	<p>How is income of “certified” school employee’s income treated?</p> <p>The income of a “certificated” school employee under an annual contract who works fewer than 12 month is divided equally over the 12-month period of the contract.</p> <p>This begins with the first month of the contract and extends through the 12th month.</p> <p><u>EXAMPLE:</u></p> <p>A school teacher receives \$18,000 for nine months of work. The \$18,000 is divided by 12 months (rather than nine) and \$1,5000 is apportioned to each month.</p>
<p>GR 44-106.3 – Classified School Employee</p>	<p>How is income of “classified” school employee’s income treated?</p> <p>The income of a “classified” school employee is not divided by 12. Following earned income policy, this employee’s income received during the month would be counted as income for that month. If the “classified” school employee does not receive</p>

	<p>earned income in a given month, then no earned income would be counted for that month.</p>
<p>GR 44-106.4 – UIB Status</p>	<p><u>Are “classified” school employees referred to UIB/DIB when not working?</u></p> <p>All “classified” school employees are evaluated to determine whether they appear to meet UIB/DIB eligibility requirements during those months in which they are not working for the schools.</p> <p>Refer to GR 40-111.2 and GR 44-101.1 for EDDY criteria.</p> <p>Verification: The employment classification of a GR individual who is a school employee is verified by calling the school district if the individual does not have documentation to clarify certificated/classified status.</p>
<p>GR 44-107 – Treatment of Income from Lump Sum Payments</p>	<p>GR 44-107.1 thru 44-107.8 has been removed.</p> <p>Refer to GR 42-216.7 on Treatment of Lump Sum. (Rev 5/15/08)</p>
<p>GR 44-108 – Responsibilities of the GR Individual</p>	<p>What is the individual’s responsibility related to income?</p> <p>The individual is responsible for providing information necessary for income determination and for taking all action necessary to obtain available income. Income is considered available if the individual has only to apply for/claim or accept the income in order to obtain it. Ineligibility results if the individual refuses to apply for or accept such income.</p> <ul style="list-style-type: none"> • The individual must agree, as a condition of receiving any GR, that the Worker may contact any agency from who the individual may be entitled to receive income. • The individual must give permission to the County to contact past and potential employers. Finally, the individual must agree that the Worker may contact any person who may be able to support the individual.
<p>GR 44-109 – Personal Injuries</p>	

<p>GR 44-109.1 – Disability or Injury Reported</p>	<p>When an individual reports a disability or injury what needs to be done?</p> <p>When an individual reports a disability or injury listed below, two copies of the PA 971, Accident/Illness Data, (an out of drawer form) are sent to the Property Services Section and to Special Operations Section (SOS).</p> <ul style="list-style-type: none"> • When an individual received a personal injury not connected with his/her employment. • When an individual has a disease or disability caused or aggravated by an injury connected with his her employment or work at a non-County Workfare Project. • When an individual is the dependent of a person who died because of an injury or disability related to employment.
<p>GR 44-109.2 – Lawsuit</p>	<p>If an individual reports involvement in a lawsuit, what needs to be done?</p> <p>The individual must provide the status of a pending lawsuit at each annual agreement.</p> <p>If an individual reports an injury or disability, as described above, but states that there is not a lawsuit pending, the individual is referred to Legal Aid for assistance.</p>
<p>GR 44-109.3 – Contacting Attorney or Insurance Company`</p>	<p>Should the individual’s attorney or insurance company be contacted?</p> <p>Yes, the attorneys or insurance companies are contacted for benefit information when the individual states that a payment will be made within 90 days.</p>
<p>GR 44-109.4 – Monetary Settlement</p>	<p>When an individual reports receiving a monetary settlement from a lawsuit or Worker’s Compensation, what needs to be done?</p> <p>When an individual receives a monetary settlement from a lawsuit or Workers’ Compensation case, action is taken to reduce/terminate GR within one workday of learning about the settlement.</p>

	Refer to GR 44-402 for details on hearings.
GR 44-109.5 – Liaison	<p>Is there a liaison for lawsuits or Workers' Compensation claims?</p> <p>Yes, each district designates either the SSI/SSP Liaison or a GR Deputy District Director to interface with SOS regarding lawsuits/Workers' Compensation claims.</p>
GR 44-110 – Workers' Compensation Benefits	
GR 44-110.1 – Work Related Injury or Illness	<p>When an individual reports a work related injury or illness, what should be done?</p> <p>When an individual is injured on the job or suffers an illness that is job-related, the individual is advised that a claim must be filed and the results reported to the Worker. (Claim forms and instructions for filing are provided by the employer.)</p>
GR 44-110.2 – Worker's Compensation	<p>What are the eligibility criteria for Workers' Compensation?</p> <p>Individuals who meet two of the following criteria may be eligible to Workers' Compensation benefits and must be referred to the appropriate employer to apply within five working days. The individual must:</p> <ul style="list-style-type: none"> • be off work with doctor's consent, and either • have been injured on the job, or • suffered an illness which is job-related.
GR 44-110.3 – Verification	<p>Verification: The Worker views the documents listed below and records in Case Comments the date the verification is seen and all pertinent information such as the award/denial/appeal data.</p> <ul style="list-style-type: none"> • Documents to be reviewed: <ul style="list-style-type: none"> ➤ Evidence, such as a statement from the employer that the claim was filed, must be reviewed.

	<ul style="list-style-type: none"> ➤ The notification letter from the insurance carrier or employer, to the individual that tells about benefit eligibility, must be reviewed. The letter notifying the individual of an award, delay, or denial of benefits should be mailed to the individual two weeks after applying for benefits. ➤ If the claim is approved, the notification letter will contain the start date of benefits, weekly amount of benefits, and maximum benefit.
GR 44-110.4 – Interim Verification	<p>Is any interim verification acceptable?</p> <p>Yes, the PA 853-2 may be used for interim documentation of Workers' Compensation benefits if documents in the individual's possession do not provide complete documentation.</p>
GR 44-110.5 – Workers' Compensation Information Received	<p>The individual submitted verification of Workers' Compensation, what needs to be done now?</p> <p>If the verification provided by the individual is sufficient, the following action, <u>as appropriate</u>, is taken:</p> <ul style="list-style-type: none"> • Refer to Welfare Fraud Prevention and Investigation Section (WFP&I) • Enter current income onto LEADER and LEADER will determine what action is appropriate (determine and adjust overpayments, and/or deny/terminate the case).
GR 44-110.6 – Insufficient Worker's Compensation Information	<p>The verification provided by the individual is not sufficient verification, what needs to be done?</p> <p>If the Workers' Compensation notification letter does not contain the information specified above, or if the individual claims no such letter was received, the employer is contacted using the PA 1778, Request for Disability Insurance Information, (an out of drawer form) to secure any missing information. A signed ABCDM 228, Applicant's Authorization to Release information, (an out of drawer form) must</p>

	<p>accompany the form letter.</p> <p>If the PA 1778 is not returned within 45 calendar days, it is sent to the employer again.</p>
<p>GR 44-110.7 – FACs Needed</p>	<p>Does this process require the Worker to set any FACs?</p> <p>Yes, the following FACs are required:</p> <ul style="list-style-type: none"> • Five working days to verify the individual filed a claim for benefits, and • 15 calendar days to verify the award, delay, or denial of benefits, and • 45 calendar days to receive permanent documentation when documents in the individual’s possession do not provide complete documentation. <p>Refer to Future Action Controls - User Initiated – Create for LEADER instructions on setting a user FAC.</p>
<p>GR 44-111 – Private Disability Insurance Plan</p>	
<p>GR 44-111.1 – Requirements for Private Plans</p>	<p>If an individual has a work related injury/illness and has a private disability plan, what is required?</p> <p>Individuals, who meet the basic qualifications for disability but have a private insurance carrier or self-insured employer, may be eligible for disability benefits under the Voluntary/Private Plan.</p> <p>Refer to GR 44-113 for disability qualifications.</p> <ul style="list-style-type: none"> • When a Voluntary Plan covers an individual, the last employer provides the necessary forms and instructions for filing the claim. The individual is advised that the claim must be filed and the results reported to the EW. • Individuals must apply for these benefits within five working days of the date advised to apply. Failure to comply is grounds for denying or

	terminating GR.
GR 44-111.2 – Verification for Private Plans	<p>Verification: Viewing the documents specified below and recording the date the verification is seen and all pertinent information such as the award/denial/appeal data in Case Comments.</p> <ul style="list-style-type: none"> • The notification letter from the insurance carrier or former employer to the individual which explains eligibility must be reviewed. The notification letter of approval of benefits is usually enclosed with the first check to the individual. • The benefit notification letter which will contain the: <ul style="list-style-type: none"> ➤ Start date of benefits ➤ Weekly amount of benefits, and ➤ Maximum benefit.
GR 44-111.3 – Interim Verification	<p>Is any interim verification accepted?</p> <p>The PA 853-2 may be used for interim documentation of disability benefits if documents in the individual's possession do not provide complete documentation.</p>
GR 44-111.4 – Sufficient Verification Received	<p>The individual submitted sufficient verification of receipt of Private Insurance benefits, what needs to be done now?</p> <p>If the documentation provided by the individual is sufficient, the current income is entered onto LEADER and LEADER will take action to determine and adjust overpayments, and/or deny/terminate the case.</p>
GR 44-111.5 – Insufficient Verification Received	<p>If there is not sufficient verification to determine Private/Voluntary Plan benefits, what needs to be done?</p> <p>If the notification letter does not contain the information specified above, or if the individual claims no such letter was received, the employer is</p>

	<p>contacted using the out of drawer PA 1778, Request for Disability Insurance Information, to secure any missing information. A signed ABCDM 228 must accompany the form letter.</p> <p>If the PA 1778 is not returned within 45 calendar days, it is sent to the employer again.</p>
GR 44-111.6 – FACs	<p>Does this process require the Worker to set any FACs?</p> <p>Yes.</p> <p>Refer to GR 44-110.7 for details.</p>
GR 44-112 – Unemployment Insurance Benefits (UIB)	
GR 44-112.1 – Who is Evaluated for Potential UIB	<p>Which individuals are evaluated for potential UIB?</p> <p>All individuals must be evaluated to determine whether they appear to meet the eligibility requirements for UIB.</p> <p>All individuals who appear to meet the requirements must apply for these benefits within five working days of the date they are advised to apply. Failure to comply is grounds for denial or termination.</p>
GR 44-112.2 – Receipt of UIB and DIB	<p>Can an individual receive both UIB and DIB?</p> <p>No, individuals cannot be paid both UIB and DIB for the same period.</p>
GR 44-112.3 – Criteria for UIB Eligibility	<p>What are the criteria for UIB eligibility?</p> <p>Individuals who meet all of the following criteria may be eligible to UIB and must be referred to EDD to apply for UIB:</p> <ul style="list-style-type: none"> • be currently employable, and • have been employed in UIB covered employment in California (full or part-time), or have served in the armed forces within 18

	<p>months prior to the month of UIB application, and</p> <ul style="list-style-type: none"> • have earned a minimum of \$900 within the 18 months preceding the UIB application. <p>NOTE: There may be other indications of UIB eligibility that are not listed in this section. If there is any indication of eligibility, the individual must apply for UIB.</p>
<p>GR 44-112.4 – Criteria for Other States</p>	<p>Are the criteria the same for individuals who were employed in another state?</p> <p>While each state has their own requirements, individuals meeting the requirements for UIB in California may be eligible to UIB in another state and must apply.</p>
<p>GR 44-112.5 – Trade Readjustment Allowance (TRA)</p>	<p>What is the Trade Readjustment Allowance (TRA) Program?</p> <p>The TRA program is a part of the UIB system, but the payment system is separate from it. Benefits are available due to the impact of imported products on certain businesses. Individuals laid off by specific companies at specific times as listed in Regulation 29-008.2 of the California DSS Operations Manual must apply for TRA benefits.</p> <ul style="list-style-type: none"> • TRA benefits are mailed bi-weekly, but weekly or lump sum payments are also possible. Claimants may receive TRA benefits at the same time and for the same period during which they receive regular UIB. • TRA claims should be minimal because there are only about 2,500 persons eligible at any one time in California.
<p>GR 44-112.6 – Evaluation for Potential UIB Eligibility</p>	<p>When should individuals be evaluated for potential UIB eligibility?</p> <p>Individuals must be reviewed for potential UIB eligibility when:</p> <ul style="list-style-type: none"> • Processing an application.

	<ul style="list-style-type: none"> • Processing the first annual agreement after case approval. • Part-time employment stops, and six months after part-time employment stops. • Processing a change from Unemployable to Employable. • UIB stops. <p>NOTE: The reason that a GR individual is not required to file a UIB application is to be recorded in Case Comments. The individual's statement regarding work history or prior earnings is to be accepted unless there is evidence to the contrary.</p>
<p>GR 44-112.7 – UIB Claims Filed</p>	<p>How are UIB claims filed?</p> <p>The Eligibility Worker must issue the GR 6, Unemployment Insurance Benefits Referral Form, (an out of drawer form) with the UIB filing instructions.</p> <p>The participant may file for UIB claims by:</p> <ul style="list-style-type: none"> • Submitting the UIB claim online at www.edd.ca.gov <p>Once the UIB online claim is completed, a confirmation number is issued as proof that the application has been submitted.</p> <ul style="list-style-type: none"> • Printing the UIB application, completing and mailing the form to Employment Development Department (EDD) for processing. The participant may use a personal computer or one located at the local One Stop Career Center or County Resource Center to print the UIB application. • Calling one of the following toll-free numbers: <ul style="list-style-type: none"> English 1-800-300-5616 Spanish 1-800-326-8937 Cantonese 1-800-547-3506

	<p>Mandarin 1-866-303-0706</p> <p>Vietnamese 1-800-547-2058</p> <p>TTY (Non-Voice) 1-800-815-9387</p> <p>Individuals without phones may call from the local EDD office, using the lobby phone.</p> <p>Upon completion of the phone, mail, or online application, the DE 429, Notice of Entitlement to Unemployment Insurance, will be mailed to claimants from Sacramento and should be received within two weeks.</p> <ul style="list-style-type: none"> • If the claimant cannot provide a mailing address to EDD, the DE 429 can be mailed to general delivery at a local Post Office or to the GR District Office. • If participants are eligible for general delivery at the local Postal Office, a picture ID is required in order to pick up their mail. If the District Office is used, the individual is instructed to include the Worker's file number as part of their address to ensure prompt delivery. • Approval of aid is not delayed due to non-receipt of the DE 429 as long as the participant returned the completed GR 6. Failure to comply is grounds for denial or termination. • If the DE 429 is not received within two weeks, contact the EDD office at 1-800-300-5616.
<p>GR 44-112.8 – Appeal of UIB Denial</p>	<p>If the claim for UIB is denied, is the individual required to appeal the denial?</p> <p>Individuals are advised, when referred to apply for UIB, that a denial of UIB must be appealed within 20 days of the date of the notice of denial of benefits if the individual:</p> <ul style="list-style-type: none"> • Disagrees with the reason given by the employer for firing. • Disagrees that he/she refused or quit a job without good cause; e.g., states there were unsafe working conditions, etc.

	<ul style="list-style-type: none"> • Disagrees that he/she was not available for employment. • Disagrees that he/she was not actively seeking employment. • Disagrees with the notice of computation indicating that he/she did not have sufficient coverage in the base period.
<p>GR 44-112.9 – Verification of Denied UIB</p>	<p>How does the individual know if a claim has been denied?</p> <p>The DE 1080, Notice of Determination, is sent to the individual to document that a UIB claim has been denied and the reason for denial.</p>
<p>GR 44-112.10 – Verification of Appeal of UIB Denial</p>	<p>Verification: The individual receives a “California Unemployment Insurance Appeals Award – Notice of Hearing,” from EDD within 3-4 weeks of filing the UIB appeal and at least 10 days prior to the appeal hearing date. The appeals section of EDD will hear the case within 30 days from the date the appeal is filed. A decision will be issued in writing to the individual within 10 days after the hearing.</p>
<p>GR 44-112.11 – Out of State UIB TRA Claims Verified</p>	<ul style="list-style-type: none"> • The Worker records in Case Comments that the “California Unemployment Insurance Appeals Award – Notice of Hearing” letter was seen along with the date the verification is seen and all pertinent information such as the award/denial/appeal data. • The Worker refers the individual to EDD with a PA 30, Reference Slip, (an out of drawer form) to file an appeal of UIB denial, when appropriate. The individual must request EDD staff to stamp and initial the PA 30, and note the date the appeal was filed. • If the individual is not required to file an appeal, the reason must be recorded in Case Comments.
<p>GR 44-112.12 – Fails to Appeal UIB Denial</p>	<p>What happens when the individual fails to appeal a UIB Denial?</p> <p>If an individual does not appeal the UIB denial, GR</p>

	is denied or terminated.
GR 44-112.13 – Out of State Claims	<p>How are out of state UIB and TRA claims verified?</p> <p>See DPSS Operations Handbook Section 29-001 for details on out of state UIB and TRA claims.</p>
GR 44-113 – Disability Insurance Benefits (DIB)	
GR 44-113.1 – Who is Evaluated for DIB Eligibility	<p>Who must be evaluated to determine DIB eligibility?</p> <p>Individuals who receive treatment from a private physician or from DHS must be evaluated to determine whether they <u>appear</u> to meet the eligibility requirements for DIB. DIB criteria are listed below. Individuals referred to the contracted medical evaluation provider are not to have a DIB application filed for them.</p> <p>Individuals who receive treatment from a private physician or from DHS and who <u>appear</u> to meet the requirements <u>must</u> apply for these benefits within five working days after they have been advised to apply. Failure to comply is grounds for denial or termination.</p>
GR 44-113.2 – Denied UIB	<p>If an individual was denied UIB benefits are they also ineligible for DIB?</p> <p>Denial of UIB benefits <u>is not</u> evidence that an individual is ineligible for DIB benefits, as the minimum earnings requirements for DIB is lower than for UIB.</p> <p>Individuals cannot be paid both UIB and DIB for the <u>same period</u> but may receive DIB and Workers' Compensation at the same time.</p>
GR 44-113.3 – DIB Eligibility Criteria	<p>What are the DIB eligibility criteria?</p> <p>Individuals meeting <u>all</u> of the following criteria may be eligible for DIB. The individual:</p>

	<ul style="list-style-type: none"> • Must have an incapacity which was <u>not incurred on the job</u>. <p>Refer to GR 44-109 and GR 44-110 for policy and procedures regarding job related injuries and illnesses.</p> <ul style="list-style-type: none"> • Must have been employed, full or part-time, in DIB covered employment at any time during the 18 months prior to the onset of the disability. • Must have a private or DHS physician’s statement which verifies incapacity if she/he is receiving treatment from a private physician or from DHS. <p>NOTE: Individuals receiving medical evaluations from the Watts Health Foundation are <u>not</u> to have a DIB application filed for them.</p> <ul style="list-style-type: none"> • Must have earned at least \$300 in the 18 months preceding the DIB application or preceding the onset of the disability, if that date was in an earlier quarter. • Must have earned at least \$75 in one quarter during the 18 months preceding the DIB application. <p>NOTE: There may be other indications of DIB eligibility that are not listed in this section. If there is any possibility of eligibility, the individual who receives treatment from a private physician or from DHS must have a DIB application filed.</p> <ul style="list-style-type: none"> • Individuals who meet the above requirements, who are receiving treatment from a private physician or from DHS, must be referred to their private/DHS physician to have a DIB application filed for them. • Victory Outreach residents will have DIB applications filed for them by physicians secured by Victory Outreach.
<p>GR 44-113.4 – DIB Claim and NSA Referral</p>	<p>Is an individual who appears to meet the DIB criteria but also needs a referral for determination of NSA status deferred?</p>

	<p>Yes, individuals who are referred for NSA status determination (see GR 40-109) may be deferred from filing for DIB.</p>
<p>GR 44-113.5 – When to Evaluate DIB Eligibility</p>	<p>When are individuals evaluated for potential DIB eligibility?</p> <p>Individuals are reviewed for potential DIB eligibility when:</p> <ul style="list-style-type: none"> • Processing an application. • Processing the first annual agreement after case approval. • Part-time employment stops, and six months after part-time employment stops. • Processing a change from Employable to Unemployable. • DIB stops. <p>NOTE: The reason that an individual is not required to file a DIB application is recorded in Case Comments. The individual's statement regarding work history/prior earnings is to be accepted unless there is evidence to the contrary.</p>
<p>GR 44-113.6 – Verification DIB Claim Filed</p>	<p>Verification: The following documents may be used to verify that a DIB claim was filed:</p> <ul style="list-style-type: none"> • ABP 1676P, Medical Evaluation Appointment – County/VA Physicians Statement, (an out of drawer form) when the DHS facility providing treatment indicates that a DIB claim has been filed for the individual. • A medical report, from the private physician or from the DHS facility providing treatment, containing a statement that the individual is unemployable, the diagnosis, the expected duration of illness, date DIB is filed and the appropriate signature stamp. • Victory Outreach from letter when appropriately completed and signed by a physician.

	<p>For additional DIB verification/documentation, refer to DPSS Operations Handbook Section 29-001.</p>
<p>GR 44-113.7 – Denied DIB Claim</p>	<p>If the DIB claim is denied, is the individual required to file an appeal?</p> <p>Yes, individuals must be advised at the time of referral to apply for DIB that a denied DIB application must be appealed within 20 days of the date of the notice of denial of benefits if the individual disagrees with the reason for denial.</p>
<p>GR 44-113.8 – Verification of DIB Denial/Appeal</p>	<p>Verification: The DE 2517-C, Notice of Determination, or the DE 429D/DE 429 R, Disability Insurance – Notice of Computation, may be used to document that the individual’s DIB claim has been denied and the reason for denial.</p> <ul style="list-style-type: none"> • The individual will receive a “California Unemployment Insurance Appeals Award – Notice of Hearing”, from EDD within 3-4 weeks of filing the DIB appeal and at least 10 days prior to the appeal hearing date. The appeals section of EDD will hear the case within 30 days from the date the appeal is filed. A decision will be issued in writing to the individual within 10 days after the hearing. • If the individual has already filed a DIB appeal, the individual must obtain written proof from EDD that an appeal is pending. • Copies of the documents indicated above or a record in Case Comments of what document was seen along with the date the verification is seen and all pertinent information such as the award/denial/appeal data. • The individual is referred to EDD with a PA 30 to file an appeal of DIB denial, when appropriate. The individual must request EDD staff to stamp and initial the PA 30 and note the date the appeal was filed. • The reason an individual is not required to file an appeal of DIB denial is recorded in the Case Comments.

<p>GR 44-113.9 – Failure to Appeal a DIB Denial</p>	<p>What happens when the individual fails to appeal a DIB denial?</p> <p>If an individual does not appeal the DIB denial, the Worker has to take action to manually terminate the case.</p>
<p>GR 44-114 – Earnings</p>	
<p>GR 44-114.1 – Net Income from Employment</p>	<p>How is the net income test determined?</p> <p>The following items, when applicable, are to be deducted from gross earnings to determine net earnings. The net income is deducted from the GR grant to determine eligibility. Using this method, if the net income is less than the GR grant, the individual is eligible and the EID rules listed below are applied.</p> <p>Refer to WA No. 38 Net Income Test at Intake – GR for LEADER instructions for the net income test.</p> <ul style="list-style-type: none"> • Federal and State Income Tax, • Social Security (FICA), • Mandatory deductions for: <ul style="list-style-type: none"> - Retirement contributions, - Union dues or initiation fees, - Insurance plans. • Transportation costs (if not allowed in the grant). <p>Refer to GR 44-226 for additional information on transportation costs.</p> <ul style="list-style-type: none"> • Additional food, lunches or other meals purchased away from home are not to exceed the Meals Out allowance. <p>Refer to GR 44-232.6 for Meals Out chart.</p> <ul style="list-style-type: none"> • Additional special clothing (uniforms) or cleaning and laundry services, • Cost of trade tools necessary for employment.

	<ul style="list-style-type: none"> • Other necessary items as approved by GR & CAPI Program staff.
<p>GR 44-114.2 – Earned Income Disregards (EID)</p>	<p>What are Earned Income Disregards (EID) rules?</p> <p>EID rules determine the amount of the individual’s earnings that are to be deducted from the GR grant. These rules also determine eligibility.</p> <p>EID is applied to each wage earner in the household. There is no limit to the number of persons that may be working in one GR household and entitled to EID.</p> <p>NOTE #1: In determining an overpayment resulting from failure to report income, the EID must be allowed.</p> <p>NOTE #2: Collecting recyclables (cans, bottles, etc.) is considered earned income and the EID applies. Panhandling is not considered earned income and the EID is not applied.</p>
<p>GR 44-114.3 – Determining EID</p>	<p>How is the EID determined?</p> <p>LEADER computes the EID and the amount of earnings to be deducted from the grant, after earned income is entered.</p> <p>When the deductible amount is more than the grant, the household is ineligible and aid is denied/terminated by LEADER.</p> <p>When the deductible amount is less than the grant, the income is deducted automatically and the individual is eligible.</p>
<p>GR 44-114.4 – Earned Income Tax Credit</p>	<p>Is the Earned Income Tax Credit considered income?</p> <p>Earned Income Tax Credit (EITC) is exempt from consideration as income whether received as a lump sum or as monthly advance payments by the employer.</p>

<p>GR 44-114.5 – Verification of Earnings</p>	<p>Verification: Earnings are verified by one of the following:</p> <ul style="list-style-type: none"> • Pay stubs. • PA 167, Monthly Earnings Report, is used by individuals to record irregular earnings from various employers during a month. The reports are returned to the worker at the end of each month in which earnings occur. • PA 1672-1, Request for Employment Verification, is used to obtain information from employers. The form can be used to verify general employment information, as well as income information.
<p>GR 44-114.6 – Verification of Deductions/Expenses</p>	<p>Verification: Verification of allowable deductions/expenses is by one or a combination of the following:</p> <ul style="list-style-type: none"> • Pay stubs. • Statement from employer regarding mandatory nature of retirement contributions and any requirement for special trade tools, maintenance, or job related transportation costs. • Statement from Union regarding mandatory union dues.
<p>GR 44-114.7 – Input to LEADER</p>	<p>How is income started, stopped, and changed on LEADER?</p> <p>Refer to Income – Earned for LEADER procedures.</p>
<p>GR 44-115 – In-Kind Income</p>	
<p>GR 44-115.1 – In-Kind Items</p>	<p>What are in-kind items?</p> <p>In-kind items are those items from which an individual is not required to pay or receives free, such as, rent, utilities, food, etc. The value of any item provided in whole or part, without cost to the GR household is considered income in-kind and its value is deducted</p>

	<p>from the grant.</p> <p>NOTE: An in-kind income deduction does not apply when an individual has paid rent prior to applying for GR. In this situation, the full amount of rent paid is allowed as a housing expense.</p> <p>Refer to Income – InKind for LEADER procedures for adding and deleting in-kind income.</p>
<p>GR 44-115.2 – Value of In-kind Housing</p>	<p>How is the value of in-kind housing determined?</p> <p>The value of housing is the amount normally charged or paid for the housing <u>or</u> the amount of the housing allowance in the GR basic Budget Table, whichever is greater. The amount normally charged is determined by the amount documented on the application, ABP 101, General Relief Request for Housing Information, (a LEADER generated form) or a verbal statement by the landlord recorded in Case Comments as follows:</p> <ul style="list-style-type: none"> • Landlord’s name. • Date of contact. • Total value of the item(s). <p><u>EXAMPLE:</u> <u>Actual Value Deducted</u></p> <p>A one-person household receives free rent in the amount of \$175. Since this amount is greater than the one person housing allowance of \$136, the \$175 free rent is deducted as income.</p> <p><u>EXAMPLE:</u> <u>GR Budget Table Allowance Deducted</u></p> <p>A two-person GR household receives free rent in the amount of \$200. Since this amount is less than the two-person housing allowance of \$231, the \$231 is deducted as income.</p>
<p>GR 44-115.3 – Value of Shared Housing</p>	<p>How is the value of shared housing determined?</p> <p>The actual dollar value of housing and/or utilities normally charged to the individual in a shared housing situation is the total value of the item(s)</p>

	<p>divided by the total number of persons in the GR household. As indicated above, this amount is compared to the housing allowance for the household size and the greater amount is deducted as income.</p>
<p>GR 44-115.4 – Value of Utilities</p>	<p>How is the value of utilities determined?</p> <p>The value of utilities is the amount billed to the household by the utility company or the amount charged to the GR household by the landlord. If the landlord is contacted, the landlord’s name, date of contact, and total value of the item(s) are recorded in Case Comments.</p> <ul style="list-style-type: none"> • If the individual has utility statements for more than one month, the amount is averaged to determine a constant value. The computation is recorded in Case Comments. • Utilities included in the rent are not considered in-kind income.
<p>GR 44-114.5 – Value of Food</p>	<p>How is the value of food determined?</p> <p>The value of food is the amount in the GR Basic Budget Table and, unless documentation exists to show a higher amount. The amount to be deducted is recorded in Case Comments.</p> <p>Refer to GR 44-210 for the Basic Budget Table and GR 44-224 and GR 44-225 for additional information on food allowances.</p> <p>EXAMPLE:</p> <p>An individual in a single household receives a free dinner every night from a friend. According to the Food Allowance chart the monthly amount for food is \$65. Divide the \$65 by 3 (three meals per day) to arrive at a deductible income of \$21.33.</p> <p>Refer to GR 44-224 for the Food Allowance chart.</p>
<p>GR 44-115.6 – In-kind Housing/Utilities Exceed the Grant</p>	<p>If the in-kind housing/utilities exceed the grant, is the individual ineligible?</p> <p>Yes, if the value of the in-kind housing/utilities</p>

	<p>exceeds the grant, the GR household is ineligible.</p> <p>A landlord may reduce the rent to below the grant. If such a reduction occurs, the value charged is the actual dollar value of the rent. The new rent amount is documented in Case Comments along with the landlord's name and date of contact.</p>
<p>GR 44-116 – Railroad Retirement Benefits</p>	
<p>GR 44-116.1 – Who Must Apply</p>	<p>Who must apply for Railroad Retirement benefits?</p> <p>The following individuals must apply for Railroad Retirement benefits:</p> <ul style="list-style-type: none"> • Individuals who have been employed by a railroad, railroad terminal company, sleeping car or express company, railway labor organization or a company under contract to a railroad company, or ahs performed services in connection with railroad transportation. • Widows, widowers of a person who was so employed and also meets one of the following: <ul style="list-style-type: none"> ➤ Has reached 60th birthday and has not remarried. ➤ Irrespective of age, has not remarried and has care or custody of a child of the deceased employee who is entitled to receive an annuity. ➤ Disabled widow/widowers may file for possible benefits at age 50. • The individual is a child of the deceased railroad employee, is under 18 years of age and was dependent upon the employee at time of death. • The individual is one of the deceased employee's parents, provided employee was individual's support and left no widow/widower or child(ren) who could receive the monthly benefits. Parent(s) must be 65 years of age, or if under 65, must not have remarried.

<p>GR 44-116.2 – Verification</p>	<p>Verification</p> <p><u>If potentially eligible based on the above criteria, the individual is referred for a determination of eligibility to:</u></p> <p>Railroad Retirement Board Center 312 North Spring Street Los Angeles, California 90012</p>
<p>GR 44-116.3 – Required FACs</p>	<p>Is the FAC required to control for follow up with the individual?</p> <p>Yes, a 90-day FAC is set to follow up with the individual as to eligibility for benefits.</p> <p>Additional FAC(s) are set up every 90 days to check on eligibility for benefits.</p> <p>Refer to Future Action Controls – User Initiated – Create for LEADER instructions for FACs.</p>
<p>GR 44-116.4 – Written Request for Railroad Retirement Information</p>	<p>Where can written requests be sent?</p> <p>Railroad Benefit Information may be obtained from:</p> <p style="padding-left: 40px;">U.S. Railroad Retirement Board 884 Rush Street Chicago, Illinois 60611</p> <p>Los Angeles office address is:</p> <p style="padding-left: 40px;">312 North Spring Street Los Angeles, California 90012</p> <p>NOTE: In requesting benefit information, a letter will be sufficient. A signed authorization, ABCDM 228, must be enclosed.</p>
<p>GR 44-117 – Other Contributors Responsible Relatives</p>	
<p>GR 44-117.1 Responsible Relatives</p>	<p>Who are responsible relatives?</p> <p>Responsible relatives are:</p>

	<ul style="list-style-type: none"> • Legally married spouses, and <p>NOTE: Individuals assuming the role of spouse, in “marital-like” situations, are considered “other contributors”, <u>not</u> responsible relatives.</p> <ul style="list-style-type: none"> • Parents of minor children (under 18 years of age). <p>Refer to GR 43-100 Responsible Relatives for additional information.</p>
<p>GR 44-117.2 – Other Contributors</p>	<p>Are there other contributors?</p> <p>Yes, other contributors are persons, other than responsible relatives, who are contributing to the support of the individual.</p>
<p>GR 44-117.3 – Determining Contributions</p>	<p>When are other contributions explored/determined?</p> <p>Cash or in-kind contributions are determined at the time of application (including screening) and at each annual agreement.</p>
<p>GR 44-117.4 – Verification</p>	<p>Verification</p> <ul style="list-style-type: none"> • Contributions reported during intake or annual agreement are recorded by the individual on the application/ABP 898-16, General Relief Annual Agreement (a LEADER generated form). • Information regarding the receipt of a contribution that is obtained at a time other than intake or annual agreement is recorded in Case Comments. The amount and the name, address, and relationship of the contributor are recorded. • The ABP 379, Request for Support Information from contributor, (an out of drawer form) is sent by the Worker to each contributor (defined in Other Contributors above) named by the individual. • If the individual refuses to sign the “Authorization for Release of Information” section of the ABP

379, the Worker manually denies/terminates the case.

- If the ABP 379 is returned and verifies the individual's statement, the contribution is to continue to be deducted.
- If the ABP 379 is returned and indicates:
 - The contributor receives cash Public Assistance (CalWORKs, CAPI, SSI/SSP, etc.), the income deduction must be deleted back to the effective date of the deduction.
 - The contribution has stopped, the income deduction must be deleted effective the end of the month indicated as the last month of contribution by the contributor on the ABP 379.
 - An amount different from the amount declared by the individual, the individual and/or the contributor are contacted to clarify the discrepancy. The clarification is documented in Case Comments.
- If the ABP 379 is not returned, no further action is required. The contribution indicated by the individual continues to be deducted from the grant.
- If the individual declares a contribution and subsequently states that the contribution has stopped or changed, an ABP 379 must be sent to verify this statement.
 - If the ABP 379 is returned showing the income as stopped, the income deduction is deleted effective the end of the month indicated as the last month of contribution on the ABP 379.
 - If the ABP 379 is returned showing the income deduction has decreased, the income deduction is to be reduced effective the first of the month the contribution was reported as decreased.
 - If the ABP 379 is not returned, the income deduction continues until the individual

	<p>provides a written statement signed by the contributor indicating that the contribution has stopped or changed and the last month and year that contribution was made.</p> <p>NOTE: If the individual reports an increased contribution, an ABP 379 is not required to verify the increase.</p>
<p>GR 44-117.5 – Treatment of Contributions</p>	<p>How are contributions treated?</p> <ul style="list-style-type: none"> • All voluntary contributions from whatever source and whether in-kind or in cash are deducted from the grant based on the individual's statement, subject to the limitations shown in "Verifications" above, or unless exempted in this chapter whether the ABP 379 is returned or not. • Approval action may be taken and contribution income deducted based on the applicant's statement on the application, prior to receipt of the ABP 379. • For approved individuals, the income deduction is budgeted immediately following the individual's declaration prior to receipt of the ABP 379.
<p>GR 44-118 – Income to Refugees/Entrants</p>	
<p>GR 44-118.1 – Sponsored Aliens</p>	<p>How is income to Sponsored Aliens handled?</p> <p>Refer to GR 43-200 Sponsored Aliens for details.</p>
<p>GR 44-118.2 – VOLAG – PA 203.4/203-1</p>	<p>How is income from voluntary resettlement agencies (VOLAGS) treated</p> <ul style="list-style-type: none"> • The availability of funds from VOLAGS to individuals who are refugees or entrants is verified at intake and at annual agreement. • The PA 203-4, Voluntary Resettlement Agencies (VOLAGS), listing is used to determine the appropriate VOLAG to contact and to verify receipt/non-receipt of VOLAG benefits. The PA 203-4 provides the addresses and telephone

	<p>numbers of authorized VOLAG offices.</p> <ul style="list-style-type: none"> • The PA 203-1, Refugee/Entrant Programs: VOLAG Assistance Statement, (an out of drawer form) is used to document the receipt/non-receipt of VOLAG benefits. • When a VOLAG representative accompanies an individual to apply for GR, the VOLAG representative should be requested to complete the PA 203-1 while in the office. • The individual signs the PA 203-1 before DPSS can either request information from or provide case information to the VOLAG.
<p>GR 44-118.3 – Refuses to Sign the PA 203-1</p>	<ul style="list-style-type: none"> • If the individual refuses to sign the PA 203-1 aid is denied/terminated.
<p>GR 44-118.4 – Returned PA 203-1</p>	<ul style="list-style-type: none"> • The PA 203-1, signed by the individual and completed by a VOLAG, is reviewed for contributions and mention of a sponsor. <p>Refer to GR 44-103 through GR 44-107 for treatment of income and GR 44-118 for policy and procedures for sponsored aliens.</p> <ul style="list-style-type: none"> • Upon request for case disposition information, the PA 203-1 is used to notify the VOLAG when the case is approved/denied/ provided the PA 203-1 has been signed by the individual and the VOLAG has completed the PA 203-1 with the requested information.
<p>GR 44-118.5 – Emergency Exists</p>	<ul style="list-style-type: none"> • If an emergency non-deferrable need exists at intake, <p>Refer to GR 44-228 for details on emergency needs.</p> <ul style="list-style-type: none"> ➤ The VOLAG is contacted to confirm the individual’s benefits as indicated on the application or elsewhere in the case record. ➤ If telephone contact is not possible, the individual completes the PA 853, Affidavit, to be used as interim documentation pending return/receipt of the PA 203-1 completed by the VOLAG.

	<ul style="list-style-type: none"> • All contacts and attempted contacts with VOLAG representatives (by telephone or in person) are recorded in Case Comments.
<p>GR 44-119 – Social Security Benefits: Retirement, Survivors, Disability and Health Insurance (RSDHI)</p>	
<p>GR 44-119.1 – Who is Referred to Apply for Benefits</p>	<p>Who should be referred to apply for Social Security benefits?</p> <p>Individuals who meet one of the following criteria are referred to apply for Social Security:</p> <ul style="list-style-type: none"> • Is 62 years or older or will be within three months. • Is/was married to a wage earner who is 62 years or older or disabled. • Is a widow/widower whose deceased spouse was a wage earner and is: <ul style="list-style-type: none"> ➤ 60 years or older. ➤ 50 years or older and became disabled not later than seven years after the spouse's death. ➤ A parent (includes divorced) caring for the wage earner's child (under 16 or disabled), who is receiving a benefit based on the earnings of the deceased wage earner. • Has a parent who is 62 years or older, disabled, or deceased and the individual is: <ul style="list-style-type: none"> ➤ An unmarried child under 18 years old (or 19, if a full-time high school student). ➤ An unmarried disabled child 18 years or older who was severely disabled before age 22 and continues to be disabled.
<p>GR 44-119.2 – Referral for Social Security RSDHI SSA 1610</p>	<p>How are individuals referred to apply for RSDHI?</p>

	<p>Individuals who meet the above criteria are referred to the Social Security Administration (SSA) to apply for RSDHI with SSA 1610, Public Assistance Agency Information Requests (an out of drawer form). However, if the individual meets the disability criteria for SSI/SSP as specified in the SSI/SSP regulations on the intranet, the SSP 14-LA, Exchange of Information Between the EW and SSI Advocate, (an out of drawer form) is sufficient in such cases as SSA automatically screens SSI/SSP applicants for RSDHI.</p> <p>The SSA 1610 is completed in triplicate, following instructions on the reverse side of the form.</p> <ul style="list-style-type: none"> • The individual's/parent's signature is obtained on the form. • The individual is instructed to take the original and one copy to the SSA address on front of the form and return one copy, stamped by SSA within 10 workdays. • The FAC is set for the return of the SSA 1610. <p>Refer to Future Action Controls – User Initiated – Create for LEADER procedures.</p>
<p>GR 44-119.3 – Verification</p>	<p>Verification:</p> <ul style="list-style-type: none"> • Verification of Social Security application is the return of the signed SSA 1610 or SSP 14-LA indicating an SSI/SSP application has been filed. • Social Security eligibility is documented in Case Comments by recording that one of the following documents was reviewed: <ul style="list-style-type: none"> ➤ Determination of Award Letter. ➤ Actual benefit check. ➤ SSA 1610, "Request for Information from Claimant's Records".
<p>GR 44-120 – Former SSI/SSP or Social Security (Retirement,</p>	

Survivors Disability and Health Insurance [RSDHI] Recipients	
GR 44-120.1 – Appeal for SSI/SSP or RSDHI	<p>If SSI/SSP or Social Security (RSDHI) is terminated, is the individual required to file an appeal?</p> <p>Yes, former SSI/SSP or Social Security recipients have 60 calendar days immediately following termination of such benefits to appeal at the SSA.</p>
GR 44-120.2 – Appeal Not Filed	<p>Is the individual eligible to GR if an appeal has not been filed?</p> <p>No, unemployable individuals are not eligible to GR until one of the following events occurs:</p> <ul style="list-style-type: none"> • The individual/parent has filed an appeal at SSA. <p>Refer to GR 44-119 for SSA referral information.</p> <ul style="list-style-type: none"> • The 60 day filing period has ended and the individual has reapplied for the terminated benefits. <p>If the application is for SSI, the individual is referred to the SSI Advocate to file an appeal.</p>
GR 44-120.3 – Reapplying for Terminated Benefits	<p>Should an appeal be filed when individuals reapply for terminated benefits without filing an appeal and are subsequently denied?</p> <p>Yes, an appeal must also be filed if SSI/SSP or RSDHI benefits are subsequently denied.</p>
GR 44-120.4 – Formerly Received Benefits	<p>Are employable individuals who formerly received SSI/SSP or RSDHI required to appeal, request continued benefits, or reapply for the terminated benefits?</p> <p>Individuals who are still disabled must appeal, request continued benefits, or reapply for SSI/SSP or RSDHI benefits. However, employable individuals previously denied/terminated benefits because they were not disabled are not required to</p>

	<p>appeal, request continued benefits, or reapply for benefits if they are complying with employable requirements.</p>
<p>GR 44-120.5 – Request for Continued Benefits</p>	<p>Can individuals request continued SSI/SSP or RSDHI benefits?</p> <p>Yes, individuals whose SSI/SSP or Social Security benefits are being terminated may request continued SSA benefits pending first level appeal if the request is made within 10 calendar days following the date on the SSA termination notice, “Notice of Planned Action”.</p>
<p>GR 44-120.6 – Informing Individuals about Continued Benefits</p>	<p>What should unemployable individuals be told about continued benefits?</p> <p>Unemployable individuals who were notified of the SSA termination less than 10 calendar days prior to the GR application are advised to request (before the filing period ends) continued SSA benefits at the time they file the appeal at SSA.</p> <p>Unemployable individuals are also advised to request continued SSA benefits when filing the SSA appeal if the 10 calendar day period has not passed when reported to the Worker. See following procedures.</p>
<p>GR 44-120.7 – Eligibility when Receiving SSI/SSP or RSDHI</p>	<p>How are SSI/SSP or RSDHI benefits handled?</p> <ul style="list-style-type: none"> • Individuals who are eligible to continued SSI/SSP (or Social Security, if the SSA grant equaled/exceeded the grant) are ineligible to GR. • Continued SSA benefits are not considered as available to the individual if the first level appeal is denied.
<p>GR 44-120.8 – Failure to Request Continued Benefits</p>	<p>Are individuals who fail to request continued SSA benefits eligible to GR?</p> <p>No, individuals who were advised to request continued SSA benefits before the 10 calendar day period passed but failed to comply are ineligible to GR until the first level appeal (SSI/SSP or Social</p>

	Security) is denied.
GR 44-120.9 – Receiving RSDHI Benefits	<p>Can individuals receiving continued RSDHI benefits be eligible to GR?</p> <p>Yes, individuals whose continued Social security (RSDHI) benefits are less than the grant are eligible to GR.</p>
GR 44-120.10 – Filing Appeal for SSI/SSP or RSDHI	<p>How do individuals file an appeal for SSI/SSP or RSDHI benefits?</p> <p>Individuals are referred to SSA to appeal using the SSA 1610, as follows:</p> <ul style="list-style-type: none"> • Prepare the form in triplicate according to the instructions on the back of the form. • In “REMARKS” (Section 5), enter: “Please state date and type of appeal filed or reason for not filing for (individual’s name).” • For SSI, the individual is referred to the SSI Advocate. • Advise the individual to take the original and first copy of the SSA 1610 to the SSA office along with the discontinuance notice received from SSA. • Advise the individual to have the SSA 1610 signed and dated by an SSA Representative and return the original to the district office within 10 workdays. The SSA representative will keep the copy of the SSA 1610. • The FAC is set up to control the return of the SSA 1610. <p>Refer to Future Action Controls – User Initiated – Create for LEADER instructions for setting the FAC.</p>
GR 44-120.11 – Filing an Appeal and Request for Continued Benefits	<p>How is an appeal and request for continued benefits filed?</p> <ul style="list-style-type: none"> • The SSA 1610 is prepared in duplicate according to the instructions on the back of the form.

	<ul style="list-style-type: none"> • In “REMARKS” (Section 5), enter the following: “Please process (individual’s name) request for appeal of SSI/SSP/SSA Title II discontinuance and request for continued benefits pending the appeal.” • The individual is instructed to have the SSA 1610 signed and dated by an SSA Representative if a negative response from SSA is received.
<p>GR 44-121 – Veterans’/Servicemen’s Benefits and Other Military Benefits</p>	
<p>GR 44-121.1 – Applying for Veterans’ or Military Benefits</p>	<p>Are individuals required to apply for Veterans’ or Military benefits?</p> <p>Yes, all individuals with potential eligibility to any of the following benefits or other Veterans’ or Military benefits must apply for such benefits. These benefits include, but are not limited to:</p> <ul style="list-style-type: none"> • Retirement benefits • Outpatient medical and psychiatric care • Allotment to dependents of service personnel • Domiciliary care • Compensation • Hospitalization • Pension • Burial allowance or burial • Educational benefits
<p>GR 44-121.2 – Who must apply?</p>	<p>Who must apply for Veterans’ or Military benefits?</p> <p>Individuals potentially eligible for benefits are those to whom any of the following conditions apply:</p> <ul style="list-style-type: none"> • When the individual formerly served, or is the legal dependent of a person serving in the United States Armed Forces: Army, Air Force, Navy, Marine Corps, Coast Guard or Militia, or, during wartime, in the Lighthouse Service. • When the individual and/or dependent(s) is related as follows to a person who served in the

	<p>armed forces of the United States; widow or spouse, former spouse (unless the marriage was terminated by divorce), child, parent, or person who has acted as a parent.</p> <ul style="list-style-type: none"> • When the individual and/or dependent(s) were a dependent of a serviceman or servicewoman who has been reported missing or killed while in active service.
<p>GR 44-121.3 – Responsibilities of Veterans</p>	<p>What are the responsibilities of individuals with possible eligibility for Veterans benefits?</p> <p>The individual must:</p> <ul style="list-style-type: none"> • Sign the CA 5, Veterans’ Benefits Verification and Referral (a LEADER generated form). • If contacted by the Department of Military and Veterans Affairs, cooperate in keeping appointments and providing requested information.
<p>GR 44-121.4 – Referrals for Veterans’ Benefits</p>	<p>How are referrals for Veterans’ benefits handled?</p> <ul style="list-style-type: none"> • The CA 5 FAX form is completed and forwarded to the Deputy District Director for faxing to the DMVA (Department of Military and Veterans Affairs). • Based on information contained in the received CA 5 FAX form: <ul style="list-style-type: none"> ➤ A CA 5 is completed and mailed to the DMVA and set up the FAC for 30 days. <p>Refer to Future Action Control – User Initiated – Create for LEADER instructions for setting the FAC.</p> <ul style="list-style-type: none"> ➤ Ongoing eligibility is determined based on any income received. ➤ When item 11 is checked, the “Special Notice to Veterans and/or their Dependents”, section is completed, requiring the individual to contact the DMVA for an appointment. If the

	<p>individual fails to do so, the case is denied/terminated.</p> <ul style="list-style-type: none"> ➤ No further action is taken when the individual is not eligible for benefits. <p>NOTE: The intake/screening Worker advises all veterans that VA educational benefits may be a potential income resource. Although the pursuit of such benefits is not a GR requirement, all persons with potential eligibility to these benefits are to be encouraged to contact the Veterans Administration to apply for these benefits.</p>
<p>GR 44-121-5 – Other Military Benefits</p>	<p>Are there other military related benefits?</p> <p>Yes, following are several Armed Forces-related types of income and property. These are not Veterans Benefits and are not administered by the Veterans Administration. Therefore, a CA 5 is not required on any of the subjects below. Appropriated sources of documentation are given below.</p> <ul style="list-style-type: none"> • Individuals who receive allotments from any of the following sources are advised to provide documentation which specifies monthly amount and expected duration of the benefits. • A 30-day FAC is set up to ensure that the individual provides the documentation within 30 calendar days. <p>Refer to Future Action Control – User Initiated – Create for LEADER instructions for setting the FAC.</p> <ul style="list-style-type: none"> • The individual’s allotment check is reviewed and the amount recorded in Case Comments.
<p>GR 44-121.6 – Allotments</p>	<p>Allotments from active Duty Military Personnel</p> <p>Servicemen currently on active duty may allot a portion of their pay to their dependents (spouses, children, and parents).</p> <p>Documentation of allotments may be obtained</p>

	<p>through the office of the appropriate service branch listed below:</p> <ul style="list-style-type: none"> • <u>ARMY</u> Inquiries and Records Division Allotment Operations, Finance Center United States Army Indianapolis, Indiana 46249 • <u>AIR FORCE</u> Air Force Accounting and Finance Division 3800 York Street Denver, Colorado 80205 • <u>NAVY</u> Allotment Division United States Navy Finance Center Cleveland, Ohio 44114 • <u>MARINE CORPS</u> United States Marine Corps Headquarters Attn: Marine Corps Allotment Office Washington D.C. 20380 • <u>COAST GUARD</u> Commander, United States Coast Guard Headquarters Attn: Dependents Allowance Section Washington D.C. 20591 <p>NOTE: Individuals who have difficulty obtaining allotments are to be referred to the Red Cross for assistance. The phone number for the L.A. Chapter headquarters is (213) 739-5200. This referral is recorded in Case Comments and a 60-day FAC is set to follow up on the individual's eligibility to other benefits.</p> <p>Refer to Future Action Control – User Initiated – Created for LEADER instructions for setting the FAC.</p>
<p>GR 44-121.7 – Military Retirement</p>	<p>How is military retirement pay handled?</p>

	<p>Retired pay for servicemen is arranged at the time of separation from service. No Veterans Benefits, except education and medical care, are available to retired servicemen. They should therefore not be referred to DMVA via a CA 5. No exploration of this resource is necessary because entitlement would have been previously established. Documentation may be obtained through the Armed Forces offices listed above. The military retirement paycheck may also be reviewed.</p>
<p>GR 44-121.8 – Obtaining Information GI Life Insurance</p>	<p>How is information about GR (Government Sponsored) life insurance obtained?</p> <p>Inquiries regarding government-sponsored life insurance for current or former military personnel are referred to the Property Unit.</p> <p>See GR 42-212 for details on life insurance policies.</p>
<p>GR 44-121.9 – Residential Resources</p>	<p>Are residential care resources available to Veterans?</p> <p>Yes, there are residential care facilities in California expressly for veterans. These should not be overlooked as resources for individuals. Placement at a veteran’s home is explored during the intake process and at annual agreement. Requirements of most of these facilities are not as stringent as qualifications for Veteran’s Administration (VA) cash benefits.</p>
<p>GR 44-121.10 – California Veterans’ Home</p>	<p>What residential care facility should veterans be referred to?</p> <p>Veterans should be referred to the California Veterans’ Home. The California Veterans’ Homes is a State facility providing domiciliary, nursing, and hospital care to veterans in a retirement setting.</p> <p>Veterans are eligible to live at the California Veterans’ Home on the basis of these general qualifications:</p> <ul style="list-style-type: none"> • The Veteran has been a resident of California for the past five years. • The Veteran has had an honorable discharge,

	<p>wartime service.</p> <ul style="list-style-type: none"> • The Veteran is unable to follow a gainful occupation and/or defray the expense of private care. • The Veteran has some degree of disability, not necessarily wartime service connected. • There is not age requirement.
<p>GR 44-121.11 – Requirement to Apply for California Veteran’s Home</p>	<p>Are Veterans required to apply for residency in the California Veteran’s Home?</p> <p>Yes, all individuals applying for GR who meet the criteria listed above are required to apply for residency. Application can be made at the State Department of Veterans Affairs.</p> <p>Those accepted for residency are ineligible to GR.</p>
<p>GR 44-121-12 – Residents in Government Funded Public Institution Not Eligible to GR</p>	<p>Are residents in a government funded public institution eligible to GR?</p> <p>No, residents in any government funded public institution are not eligible to GR. When an individual is admitted to the California Veterans’ Home, GR is denied/terminated.</p>
<p>GR 44-121.13 – Referrals to California Veterans’ Home</p>	<p>How are referrals to the California Veterans’ Home made?</p> <p>If an individual is interested in applying for residency at the California Veterans’ Home, it should be indicated on the CA 5 referral to the DMVA that the individual wishes to apply for residency at the home.</p> <p>Greyhound public transportation is available with connections from all parts of California. The individual must arrange transportation by either private car or bus.</p> <p>Special Need issuance for medical transportation, in an amount not to exceed \$30, upon verification of travel arrangements may be allowed. Verification is recorded in Case Comments, including the cost and mode of transportation and time of departure. If the</p>

	individual will travel by bus, the ticket must be purchased in advance and shown to the Worker.
GR 44-122 – Other Income	
GR 44-122.1 – Sources of Income	<p>What other sources of income are there?</p> <p>Refer to GR 44-109 through GR 44-122 for income sources.</p> <p>In addition to the sources listed in those sections, following is a list of some other potential income resources; however, resources are not limited to those listed below.</p> <p>NOTE: Collecting recyclables (cans, bottles, etc.) is considered earned income and the EID applies. Panhandling is not considered earned income and the EID is not applied.</p>
GR 44-122.2 – Verification	<p>How is other income verified?</p> <p>The receipt and amount of income is verified by writing to the agency or person who provides it. Until documentation is returned from the agency or person, all other documents in the individual's possession including the payment itself, are reviewed to verify amount of income received.</p>
GR 44-122.3 – Verification – Dividends, Premiums Interest, etc.	<p>How is verification obtained for income from dividends, premiums, interest, etc.?</p> <p>Verification of income in the form of dividends, premiums, interests, etc., is obtained from banks, insurance companies, etc. If a verification problem exists, a request for investigation may be initiated to the Property Services Unit.</p> <p>Refer to GR 42-217 for details on property referrals.</p> <p>NOTE: Income from these sources is to be controlled and re-verified annually. Such income suggests ownership of personal property which must also be evaluated and verified.</p>

<p>GR 44-122.4 – Verification – Pensions, Annuities, etc.</p>	<p>How is verification obtained for income from benefits, pensions annuities, etc.?</p> <p>Verification of income from benefits, pensions, annuities, etc., evidence is based on records of the organization making the payment or on documentation in the individual's possession.</p>
<p>GR 44-122.5 – Loans</p>	<p>How is income form loans treated?</p> <p>Loans from any source are to be treated as current income.</p> <p>Exceptions: Refer to GR 44-102.6 for exemptions.</p>
<p>GR 44-122.6 – Retirement Funds</p>	<p>How is income from retirement funds treated?</p> <p>Funds in a retirement system are exempt, <u>when all of the following apply:</u></p> <ul style="list-style-type: none"> • The person is on medical leave from work, and • all of the funds are retained in the retirement system, and • it is medically determined that the person will be able to return to work within six months after the date of the application for GR.
<p>GR 44-122.7 – Alimony</p>	<p>How is income from alimony treated?</p> <p>All alimony payments are income and are deducted from the grant.</p>
<p>GR 44-122.8 – Real Property</p>	<p>How is income from real property treated?</p> <p>When income is from real property, the part which is used to meet the following costs is deducted from gross monthly income to determine net income:</p> <ul style="list-style-type: none"> • Taxes. • Interest payments on encumbrances. • Actual cost of insurance.

	<ul style="list-style-type: none"> • Actual cost of essential repairs and upkeep. • Utilities paid by the owner.
<p>GR 44-122.9 – Formula for Determining Net Rental Income</p>	<p>LEADER determines net rental income as follows:</p> <ol style="list-style-type: none"> 1. Gross Monthly Rental Amount: \$_____ 2. Taxes \$_____ ÷ 12 = \$_____ 3. Interest \$_____ ÷ 12 = \$_____ 4. Insurance \$_____ ÷ 12 = \$_____ 5. Upkeep/Rep \$_____ ÷ 12 = \$_____ 6. Utilities \$_____ ÷ 12 = \$_____ 7. Total Monthly Expense (total of #2 through #6) \$_____ 8. Total Monthly Net Rental (#1 minus #6) \$_____
<p>GR 44-122.10 – Verify Rental Amount</p>	<p>What is used to verify rental amounts?</p> <p>Duplicate copies of rent receipts issued by the GR individual to the renter are viewed.</p>
<p>GR 44-122.11 – Verify Rental Expenses</p>	<p>What is used to verify rental expenses?</p> <p>For verification of rental expenses, the following are viewed:</p> <ul style="list-style-type: none"> • Tax statement. • Payment contract and canceled checks. • Insurance premium notice or canceled checks. • Any receipts for upkeep, repair, and utilities paid by the owner.
<p>GR 44-122.12 – Renting a Room</p>	<p>How is income from renting a room determined?</p>

	<p>The net income from room rentals is determined, by LEADER, by deducting the prorated amounts of items listed above for rental of real property from the gross rental amount. For a room rental, the proration base would be 1/5. Take 1/5 of the total allowable monthly expenses to get the prorated amount to be deducted form the net room rental amount.</p> <p>LEADER uses the formula above for determining net rental income.</p>
<p>GR 44-122.13 – Formula for Determining Net Room Rental Income</p>	<ul style="list-style-type: none"> • Enter the monthly room rental amount in item 1. • Determine the “Total Monthly Expenses”, (item 7) by adding items 2 through 6. • In item 7: “Total Monthly Expenses” \$_____X 1/5 (or ÷ 5) = \$_____ prorated amount. • Deduct the prorated amount (item &) from the monthly room rental amount (item 1). <p>NOTE: If board is provided, deduct from the gross, the GR basic budget amount for food.</p>
<p>GR 44-122.14 – Verify Room Rental</p>	<p>Verification: Verification is the same as for rental expenses as described above.</p>

GR 44-200 NEED Table of Contents

GR 44-201 – Basic Budget Table #68

GR 44-202 – Definitions Special Needs

GR 44-202.1	Therapeutic Diet
GR 44-202.2	Meals Out
GR 44-202.3	Transportation
GR 44-202.4	Occupational or Trade Tools
GR 44-202.5	Personal Care Items (Intake Only)
GR 44-202.6	Homeowner's Special Needs
GR 44-202.7	Distilled Water
GR 44-202.8	Telephone
GR 44-202.9	Emergency Needs
GR 44-202.10	Eligibility When Special Needs are Issued

GR 44-203 – Housing

GR 44-203.1	GR Unit
GR 44-203.2	GR Household
GR 44-203.3	Housing Costs Included in GR Grant

GR 44-204 – Housing – Money Management

GR 44-204.1	Definition
GR 44-204.2	Determination of Money Management Problem
GR 44-204.3	Review of Money Management Case

GR 44-205 – Housing – Living Alone

GR 44-206 – Housing – Definition of Relative

GR 44-207 – Determining Shared Housing

GR 44-208 – Budgeting Shared Housing

GR 44-208.1	Proration Chart for Shared Housing
GR 44-208.2	Living in a Mission or Shared Emergency Housing

GR 44-209 – Determining Household Size

GR 44-210 – Housing Verification

GR 44-210.1	ABP 101 – Intake
GR 44-210.2	New ABP 101 Required
GR 44-210.3	ABP 101 Not Returned
GR 44-210.4	Issuing the ABP 101
GR 44-210.5	Controls for ABP 101

GR 44-211 – Housing Costs Exceed the GR Grant

- GR 44-211.1 Exceptions
- GR 44-211.2 Earned Income Disregard
- GR 44-211.3 Verification

GR 44-212 – Room & Board

- GR 44-212.1 Verification
- GR 44-212.2 Room & Board Money Management
- GR 44-212.3 Amount of Room & Board
- GR 44-212.4 Issuing Room & Board

GR 44-213 – Dormitory Living

- GR 44-213.1 Dormitory Provider Is a Relative
- GR 44-213.2 Food
- GR 44-213.3 Verification
- GR 44-213.4 Money Management Case
- GR 44-213.5 Issuing Dormitory Rate

GR 44-214 – Board & Care

GR 44-215 – Sober Living

GR 44-216 – Individual in Jail

- GR 44-216.1 Ineligibility
- GR 44-216.2 Approved Individual Enters Jail
- GR 44-216.3 Verification of Release Date
- GR 44-216.4 Jail Match
- GR 44-216.5 Rescind Aid when Released from Jail
- GR 44-216.6 No Release Papers

GR 44-217 – Individual in Medical Facility

- GR 44-217.1 Ineligible
- GR 44-217.2 Exception
- GR 44-217.3 Verification
- GR 44-217.4 No Hearing

GR 44-218 – Individual in Public Non-Medical Institution

- GR 44-218.1 Ineligibility
- GR 44-218.2 Entering a Public Non-Medical Institution
- GR 44-218.3 Applications from Individuals in Public Non-Medical Institutions
- GR 44-218.4 Twin Towers

GR 44-219 – Case Composition

- GR 44-219.1 Aided on Same Case
- GR 44-219.2 Aided on Separate Case
- GR 44-219.3 Drug-Related Felons
- GR 44-219.4 Parole/Probation Violators
- GR 44-219.5 Fleeing Felons

44-220 – Emergency Aid General Information

- GR 44-220.1 Definition
- GR 44-220.2 General Requirements for Emergency Aid
- GR 44-220.3 Specific Requirement at Intake

GR 44-221 – Emergency Aid – Intake Housing

- GR 44-221.1 Emergency Housing for Homeless
- GR 44-221.2 No Vacancies
- GR 44-221.3 Verifying Availability of Emergency Housing
- GR 44-221.4 Referrals to Missions
- GR 44-221.5 Contracted Facilities Priority Basis
- GR 44-221.6 Contracted Rooms Are Full
- GR 44-221.7 Issuing Vouchers
- GR 44-221.8 Nights Overlap Into the Next Month
- GR 44-221.9 No Vouchers After Approval/Denial/Withdrawal
- GR 44-221.10 Amount Issued For Housing
- GR 44-221.11 Transportation to Housing
- GR 44-221.12 Length of Time For Issuing Vouchers
- GR 44-221.13 Deduction Vouchers
- GR 44-221.14 Daily Deduction Chart
- GR 44-221.15 Canceling Vouchers
- GR 44-221.16 Full Cancellation
- GR 44-221.17 Partial Cancellation
- GR 44-221.18 Compliant Regarding Housing Benefits/Procedures
- GR 44-221.19 Complaints Regarding the Housing Facility

GR 44-222 – Emergency Aid – Intake Prevent Eviction/Foreclosure

- GR 44-222.1 Issuing Aid to Prevent Eviction/Foreclosure
- GR 44-222.2 Approval of Issuance
- GR 44-222.3 How Emergency Aid is Issued
- GR 44-222.4 Deducting Aid to Prevent Eviction/Foreclosure
- GR 44-222.5 Issuances During a 0/30/60 Day Penalty

GR 44-223 – Emergency Aid – Intake Utilities

- GR 44-223.1 When Issued
- GR 44-223.2 Approval
- GR 44-223.3 How Emergency Aid for Utilities is Issued
- GR 44-223.4 Deducting Emergency Aid for Utilities
- GR 44-223.5 Issuance During a 0/30/60 Day Penalty

GR 44-224 – Emergency Food Allowance Chart

GR 44-225 – Emergency Aid – Intake Food

- GR 44-225.1 When Issued
- GR 44-225.2 Approval
- GR 44-225.3 Amount of Issuance for Emergency Aid for Food
- GR 44-225.4 Deducting Emergency Aid for Food

GR 44-226 – Emergency Aid – Intake Transportation

- GR 44-226.1 When Issued
- GR 44-226.2 Amount of Emergency Aid for Transportation
- GR 44-226.3 Approval
- GR 44-226.4 Deducting Emergency Aid for Transportation

GR 44-227 – Emergency Aid – Intake Clothing

GR 44-228 – Emergency Aid – Intake Pending Receipt of Initial SSI/SSP

- GR 44-228.1 Criteria for Issuance
- GR 44-228.2 Types of Emergency Aid
- GR 44-228.3 Issuance of Emergency Payments by SSA
- GR 44-228.4 Responsibility for Application
- GR 44-228.5 Responsibility for Request
- GR 44-228.6 Forms Required
- GR 44-228.7 Processing Application
- GR 44-228.8 Requirements for Approval
- GR 44-228.9 Verification
- GR 44-228.10 Issuance Beyond 60 Days
- GR 44-228.11 Case Denied

GR 44-229 – Emergency Aid – Approved

- GR 44-229.1 Initial Issuance of GR
- GR 44-229.2 Benefits Accessed by Someone Else
- GR 44-229.3 Benefits Cannot be Replaced Immediately
- GR 44-229.4 Kinds of Emergency Aid
- GR 44-229.5 Requirement for Emergency Aid – Approved Cases
- GR 44-229.6 Issuing Emergency Aid for Food – Approved
- GR 44-229.7 Amount of Emergency Aid for Food – Approved
- GR 44-229.8 Emergency Aid for Housing/Utilities Non-Homeless
- GR 44-229.9 Issuing Emergency Aid for Housing/Utilities Non-Homeless
- GR 44-229.10 Issuance for Non-Homeless
- GR 44-229.11 Issuance for Homeless
- GR 44-229.12 Period of Issuance
- GR 44-229.13 Emergency Aid for Transportation
- GR 44-229.14 Catastrophe
- GR 44-229.15 Housing Issuance Catastrophe – Approved
- GR 44-229.16 Food Issuance – Catastrophe – Approved

GR 44-229.17 Verification

GR 44-230 – Emergency Aid to First Paycheck

GR 44-230.1 Eligibility for Aid to First Paycheck
GR 44-230.2 Limitation of Aid to First Paycheck
GR 44-230.3 Issuance of Aid to First Paycheck
GR 44-230.4 Types of Aid to First Paycheck
GR 44-230.5 Verification

GR 44-231 – Special Need for therapeutic Diet

GR 44-231.1 Issuance of Special Needs for Therapeutic Diet
GR 44-231.2 Therapeutic Diet Chart
GR 44-231.3 Controls for Therapeutic Diet
GR 44-231.4 Verification
GR 44-231.5 Renewal Request for Therapeutic Diet

GR 44-232 – Special Needs Meals Out of Home

GR 44-232.1 Issuance of Special Need – Meals Out of Home
GR 44-232.2 Criteria for Meals Out Allowance
GR 44-232.3 Time Frame For Meals Out
GR 44-232.4 Verification
GR 44-232.5 Notices for Meals Out Allowance
GR 44-232.6 Meals Out Chart
GR 44-232.7 Receiving Food Stamps

GR 44-233 – Special Need for Transportation

GR 44-233.1 Issuance of Special Need – Transportation
GR 44-233.2 Amount Issued – Special Need – Transportation
GR 44-233.3 Verification
GR 44-233.4 How Special Need for Transportation is Issued
GR 44-233.5 Approval
GR 44-233.6 Duplicate Transportation

GR 44-234 – Special Need for Occupational or Trade Tools

GR 44-234.1 Issuance – Special Need – Tools
GR 44-234.2 Criteria
GR 44-234.3 Verification
GR 44-234.4 Amount Allowed – Special Need – Tools
GR 44-234.5 Approval
GR 44-234.6 How Special Need for Tools are Issued
GR 44-234.7 Individual Fails to Get the Job

GR 44-235 – Special Need for Personal Care – Intake Only

GR 44-235.1 Issuance of Special Need – Personal Care
GR 44-235.2 Personal Care Kit

- GR 44-235.3 Issuing Kits
- GR 44-235.4 Verification
- GR 44-235.5 Deducting Personal Care Needs

GR 44-236 – Special Need for Property Taxes

- GR 44-236.1 Issuance of Special Needs – Property Tax
- GR 44-236.2 How Special Need for Taxes are Issued
- GR 44-236.3 Verification
- GR 44-236.4 Approval

GR 44-237 – Special Needs for Fire Insurance Premiums

GR 44-238 – Special Need for distilled Water

GR 44-239 – Special Need for Essential Household Repairs

- GR 44-239.1 Issuance
- GR 44-239.2 Amount Issued
- GR 44-239.3 Lien Required
- GR 44-239.4 How Special Need – Household Repairs are Issued
- GR 44-239.5 Approval
- GR 44-239.6 Verification
- GR 44-239.7 Verification when Cost Exceeds \$200

GR 44-240 – Special Need for Telephone

GR 44-241 – Referrals - Burial

GR 44-200 Need

GR 44-201 -Basic Budget Table #68

General Relief Basic Budget Table #68					
Household Size	Housing	Food	Personal Needs	Clothing	Maximum GR Grant
1	\$ 136.00	\$ 65.00	\$11.00	\$ 9.00	\$221.00
2	231.00	111.00	16.00	9.00	374.00
3	277.00	133.00	21.00	19.00	450.00
4	329.00	158.00	25.00	22.00	534.00
5	375.00	180.00	29.00	25.00	609.00
6	422.00	202.00	33.00	28.00	685.00
7	463.00	222.00	36.00	31.00	752.00
8	505.00	242.00	39.00	34.00	820.00
9	545.00	261.00	42.00	37.00	885.00
10 or more	586.00	281.00	46.00	38.00	951.00

Board & Care (B&C) homes and licensed Alcoholic Rehabilitation Program facilities:

Allow actual amount charged, not to exceed \$266.00 per month, plus \$11 per month for personal and incidental needs, and a \$9.00 clothing allowance.

Rood & Board (R&B)

Allow actual amount charged, not to exceed \$208.00 per month, plus \$11 per month for personal and incidental needs, and a \$9.00 clothing allowance.

Dormitory

Allow actual amount charged, not to exceed \$143.00 per month, plus \$11 per month for personal and incidental needs, and a \$9.00 clothing allowance.

<p>GR 44-202 Definitions Special Needs</p>	<p><u>What are special needs?</u></p> <p>Special needs are those needs which are not common to all individuals and which arise out of conditions specific to the individual's circumstances.</p> <p>At screening/intake the following information is read/explained to applicants:</p> <p>GR has special need allowances that you may be eligible for, if you meet the requirements and can provide verification. The following questions will help determine your need:</p>
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	<ol style="list-style-type: none"> 1. Do you have a need that is prescribed by your doctor, such as <ul style="list-style-type: none"> • Special diet; • Transportation need (such as four or more doctor appointments each month); • Distilled water; or • Medical need for telephone. 2. Do you own your own home and have a need for <ul style="list-style-type: none"> • Payment of property taxes; • Payment of fire insurance premium; or • Household repairs. 3. Do you have an offer for full time employment and have a need for Occupational or Trade Tools (may include items such as required uniforms and safety shoes.) 4. Do you have a need for personal care items such as (Intake only) <ul style="list-style-type: none"> • Comb, razor, shampoo, soap toothbrush, toothpaste, and washcloth. (Sanitary napkins are not included in the kit but may be issued upon request). 5. Do you have a need for meals out of the home? <ul style="list-style-type: none"> • A physician must show that you have a physical or mental condition that makes it impossible for you to shop for and/or prepare meals. • You had a catastrophe and you are in need of meals out because your cooking facilities have been destroyed by fire, earthquake, or flood. <p>Following is a list of Special Needs Allowances:</p>
<p>GR 44-202.1 Therapeutic Diet</p>	<p><u>Therapeutic Diet:</u></p> <p>Allowed when recommended by the individual's physician.</p> <p>Refer to GR 44-231 for details.</p>
<p>GR 44-202.2 Meals Out</p>	<p><u>Meals Out:</u></p>

	<p>Issued only in very limited situations, including verified medical disability, catastrophes, and exceptional situations approved by the Division Chief.</p> <p>Refer to GR 44-232 for details.</p>
GR 44-202.3 Transportation	<p><u>Transportation:</u></p> <p>May be provided for medical appointments, applications for SSI/SSP, Employable requirements, meal vouchers and to return to the district to resolve an agency error.</p> <p>Refer to GR 44-233 for details.</p>
GR 44-202.4 Occupational or Trade Tools	<p><u>Occupational or Trade Tools:</u></p> <p>As needed to secure fulltime employment. Verification is required and issuance amount cannot exceed \$50.</p> <p>Refer to GR 44-234 for details.</p>
GR 44-202.5 Personal Care Items (Intake Only)	<p><u>Personal Care Items (Intake Only):</u></p> <p>One kit per person prior to case approval only, providing the allowance has not been received within the past 90 days.</p> <p>Refer to GR 44-235 for details.</p>
GR 44-202.6 Homeowner's Special Needs	<p><u>Homeowner's Special Needs:</u></p> <p>For fire insurance, property tax, and repairs, available only if the County has a lien on the real property.</p> <p>Refer to GR 44-237, GR 44-236 and GR 44-239 for additional information.</p>
GR 44-202.7 Distilled Water	<p><u>Distilled Water:</u></p> <p>Up to \$12 with approval from the individual's physician.</p>
GR 44-202.8 Telephone	<p><u>Telephone:</u></p> <p>Not to exceed \$5.91 with medical verification of need.</p> <p>Refer to GR 44-240 for details.</p>

<p>GR 44-202.9 Emergency Needs</p>	<p><u>What are emergency needs?</u></p> <p>An emergency need is one that requires immediate attention, where a hardship would be created if the individual had to wait for the regular GR grant.</p>
<p>GR 44-202.10 Eligibility When Special Needs are Issued</p>	<p><u>How is eligibility determined for individuals with Special Needs Payments?</u></p> <p>At intake, Special Needs issuances are not included in the eligibility determination for applicants.</p> <p>For approved cases, Special needs are included when determining eligibility at annual agreement.</p>
<p>GR 44-203 Housing</p>	
<p>GR 44-203.1 GR Unit</p>	<p><u>What is a GR Unit?</u></p> <p>A GR Unit is determined for the purpose of deciding who should be aided.</p> <p><u>EXAMPLE:</u></p> <p>A husband and wife who are both aided on the same GR case are a GR Unit.</p> <p><u>EXAMPLE:</u></p> <p>A sponsored alien family who is determined to be ineligible to CalWORKs because the sponsor refused to provide support or information needed to determine eligibility is a GR Unit.</p> <p>Refer to GR 40-101.3 for details.</p>
<p>GR 44-203.2 GR Household</p>	<p><u>What is a GR Household?</u></p> <p>A GR household must be designated for the purpose of determining the level of GR grant. The GR household includes all persons living at the same address, excluding those receiving State or federal public assistance (CalWORKs, SSI/SSP, CAPI).</p> <p><u>EXAMPLE:</u></p> <p>Mr. And Mrs. Jones live together. Mr. Jones is on GR, Mrs. Jones is on SSI. Because Mrs. Jones is on public assistance, this is a household of one. Mr. Jones is aided as “one in a household of one”.</p>

	<p>Refer to GR 44-205 for details on living alone and GR 44-207 for shared housing.</p> <p><u>EXAMPLE:</u></p> <p>Ms. Smith lives with her adult brother (not on public assistance), her sister and three children who are on CalWORKs. Because the sister and her children receive CalWORKs, they are not counted in the household size. However, the brother is not on public assistance, so this is a household of two. Ms. Smith is aided as “one in a household of two”.</p> <p>Refer to GR 44-205 for details on living alone and GR 44-207 for shared housing.</p>
<p>GR 44-203.3 Housing Costs Included in GR Grant</p>	<p><u>How is the housing cost paid to the individual?</u></p> <p>In most cases, a housing allowance is included in the GR grant; however, in a money management case, the housing is paid by vendor payment, directly to the landlord or provider. The balance of the grant is issued on EBT to the individual.</p>
<p>GR 44-204 Housing – Money Management</p>	
<p>GR 44-204.1 Definition</p>	<p><u>What are Money management cases?</u></p> <p>A money management case exists when there is evidence that an individual has not properly used GR benefits to pay for housing. Housing for these cases is paid by vendor payment, directly to the landlord or provider. Either of the following may be used as evidence of a money management problem:</p> <ul style="list-style-type: none"> • Written notice of eviction (Notice to Quit) for non-payment of rent for a second time within a six-month period, not necessarily by the same landlord or provider. • Court-enforced eviction for non-payment of rent for a second time within a six-month period, not necessarily by the same landlord or provider.
<p>GR 44-204.2 Determination of Money Management Problem</p>	<p><u>Who decides if the individual has a money management problem?</u></p> <p>The decision that an individual has a money management problem is made by the Deputy District Director or higher and is documented on the PA 473,</p>

	<p>Request to Pay Room & board/Rent/Dormitory Rate by Vendor Payment – General Relief Money Management Case (an out of drawer form).</p> <p>A copy of the eviction notice from the landlord or provider is attached to the PA 473.</p>
<p>GR 44-204.3 Review of Money management Case</p>	<p><u>How often are money management cases reviewed?</u></p> <p>Money management cases are reevaluated at annual agreement by the worker.</p>
<p>GR 44-205 Housing – Living Alone</p>	<p><u>What is considered as living alone?</u></p> <p>A GR Unit is budgeted as living alone only in the following instances:</p> <ul style="list-style-type: none"> • Sole Occupant: <p>The GR individual is the sole occupant on the property or lives on the same property with others, but has separate sleeping quarters, such as a separate house, motor home, camper, detached garage, mobile home, apartment or hotel room.</p> • Lives with IHSS Provider <p>A GR individual is living with his/her IHSS provider <u>and</u> any of the conditions described in the following two Sections, “Lives with Others Not Related” or “Lives with Relatives” are met.</p> • Lives With Others Not Related <p>A GR Unit is living with others who are not related and either of the following conditions exist:</p> <ul style="list-style-type: none"> ➤ All others in the home receive State or federal public assistance (CalWORKs, SSI/SSP, CAPI), <u>or</u> ➤ All others in the home have separate sleeping quarters, <u>and</u> ➤ All others in the home purchase and prepare food separately from the GR Unit. • Lives with Relatives <p>A GR Unit lives with relatives and:</p>

	<ul style="list-style-type: none"> ➤ All of the related persons living in the home receive State or federal public assistance (CalWORKs, SSI/SSP, CAPI), <u>or</u> ➤ All of the related persons living in the home: <ol style="list-style-type: none"> 1) are not related as specified in the definitions below, <u>and</u> 2) have separate sleeping quarters, <u>and</u> 3) purchase and prepare food separately from the GR Unit.
<p>GR 44-206 Housing – Definition of Relative</p>	<p><u>What is the definition of a relative for determining household?</u></p> <p>The following are considered relatives for the purposes of this chapter:</p> <ul style="list-style-type: none"> • <u>Parents:</u> Including natural, adopted, foster, and stepparents. • <u>Children:</u> Including natural, adopted, foster, and stepchildren. • <u>Siblings:</u> Including natural, adopted, half brother/sister and stepbrother/sister. • <u>Grandparents:</u> Including natural, adopted, and step-grandparents.
<p>GR 44-207 Determining Shared Housing</p>	<p><u>What is considered shared housing?</u></p> <p>A GR Unit is shared housing in the following situations:</p> <ul style="list-style-type: none"> • Lives with others. • The GR individual lives on the same property with others who either: <ul style="list-style-type: none"> ➤ Sleeps in the same quarters or with the GR Unit. ➤ Purchases and prepares food together with the GR Unit. <p>A GR Unit is considered shared housing if it does not meet the conditions for living alone.</p>

	Refer to GR 44-205 for living alone.		
GR 44-208 Budgeting Shared Housing	<p><u>How is a case budgeted as shared housing?</u></p> <p>When a GR Unit shares housing, the GR grant for the household size is prorated by the total number of people sharing housing. Although this computation is automated on LEADER, following is a chart of some of the prorated grants based on 30-day month.</p>		
GR 44-208.1 Proration Chart for Shared Housing	Number in GR Unit	Number Sharing Household	Maximum Grant
	1	1	\$221.00
	1	2	187.00
	1	3	150.00
	1	4	133.50
	1	5	121.80
	1	6	114.17
	1	7	107.43
	1	8	102.50
	1	9	98.33
	1	10	95.10
	2	2	374.00
	2	3	300.00
	2	4	267.00
	2	5	243.60
	2	6	228.33
	2	7	214.86
	2	8	205.00
	2	9	196.67
	2	10	190.20
GR 44-208.2 Living in a Mission, Transitional Housing or Shared Emergency Housing	<p><u>How is living in a mission, transitional housing or shared emergency housing facility treated?</u></p> <ul style="list-style-type: none"> Applicants/Participants living in a mission, transitional housing or shared emergency housing facility are considered homeless; therefore they are budgeted as a one-person household as long as they reside in one of the above facilities. The number of persons sharing the room is not used to determine the household size. 		
GR 44-209 Determining Household Size	<p><u>How is the household size determined?</u></p> <p>The household size is determined, by LEADER, using</p>		

	<p>the following formula:</p> <p>a. Number in GR Unit: _____</p> <p>b. Number of relatives: _____</p> <p>Refer to GR 44-206 for information on relatives.</p> <p>c. Number of relative's spouse and children: _____</p> <p>d. Number of others sleeping in same room: _____</p> <p>e. Number of other persons whose food is purchased or prepared with individual (persons not counted indicated above.) _____</p> <p>Total GR household size = a+b+c+d+e: _____</p> <p>Refer to GR 44-203 for the definition of "Household" and "GR Unit".</p> <p>Refer to GR 44-205 for information on living alone and GR 44-207 for shared housing.</p> <p>NOTE: Individuals who are on public assistance (e.g., CalWORKs, SSI CAPI), are not counted in determining household size.</p>
<p>GR 44-210 Housing Verification</p>	<p><u>What are the means of verifying housing costs?</u></p> <p>The following are the primary means of verifying housing costs and household composition:</p> <ul style="list-style-type: none"> • The application containing the information requested, • The APB 101, General Relief Request for Housing Information, (a LEADER generated and an out of drawer form) or • The QR 7.
<p>GR 44-210.1 APB 101 – Intake</p>	<p><u>Is the ABP 101 required at intake?</u></p> <p>The ABP 101 is not required with the GR application unless there is a change from the housing information established on LEADER. If an address or number in household changes and is entered on LEADER, an ABP 101 is automatically mailed to the individual.</p>

	<p>NOTE: An in-kind income deduction would not apply when an individual has paid his/her rent prior to applying for GR. In these situations, the full amount of rent paid is allowed as a housing expense.</p>
<p>GR 44-210.2 New ABP 101 Required</p>	<p><u>When is a new ABP 101 required?</u></p> <p>A new ABP 101 is required when the:</p> <ul style="list-style-type: none"> • Address changes. • Household composition changes. • Rent amount changes.
<p>GR 44-201.3 ABP 101 Not Returned</p>	<p><u>If the ABP 101 is not returned by the due date, is the case automatically terminated?</u></p> <p>Yes, LEADER terminates the case if the ABP 101 is not returned by the due date, with the exception of NSA cases.</p>
<p>GR 44-210.4 Issuing the ABP 101</p>	<p><u>How is the ABP 101 issued?</u></p> <p>The ABP 101 is automatically generated by LEADER when an address change and/or change in the number in household is updated on LEADER.</p> <p>The ABP 101 is not generated for a change in rent amount only. In this instance, the ABP 101 is initiated manually and controlled by a manual FAC.</p>
<p>GR 44-210.5 Controls for ABP 101</p>	<p><u>What controls are needed for the return of the ABP 101?</u></p> <p><u>Automated Control</u></p> <p>When the ABP 101 is sent by LEADER, a ten-day control date is automatically established on LEADER.</p> <p><u>Manual Control</u></p> <p>When the ABP 101 is manually issued/mailed to the individual, a ten-day FAC is set. If the individual does not return the ABP 101 by the due date, non-compliance is initiated.</p>
<p>GR 44-211 Housing Costs Exceed the GR Grant</p>	<p><u>What if the housing costs exceed the GR grant?</u></p> <p>When the verified housing cost (rent/mortgage) or</p>

	<p>housing cost and utility payment combined, equal or exceed the GR grant, the PA 908, Housing Costs Are More than the General Relief Grant, is generated by LEADER to determine how the individual is meeting the housing costs.</p> <p>Based on the individual's statement on the PA 908, the individual is considered to be receiving income in the following instances:</p> <p>Total housing cost or housing cost <u>and</u> utility payments are being made to the property owner and:</p> <ul style="list-style-type: none"> • The individual borrows money to meet the housing costs, and/or • The individual performs services in exchange for some or all of the housing costs, and/or • The individual has not reported resources or income, and/or • Another person is paying for the housing costs on behalf of the individual. <p><u>EXAMPLE:</u></p> <p>An individual in an approved case whose monthly grant is \$221, rents an apartment for \$240 per month. The individual borrows \$19 to meet the rent needed. The \$19 is considered income and is deductible from the GR grant.</p>
<p>GR 44-211.1 Exceptions</p>	<p><u>Is income counted in all situations when the rent exceeds the GR grant?</u></p> <p>No, a <u>full grant</u> is budgeted in the following instances:</p> <ul style="list-style-type: none"> • The property owner is reducing the rent/mortgage payment below the GR grant amount. In this case, a new PA 101 is required. • The property owner defers all or part of the rent/mortgage payment until the individual can make the payment. • When the individual is not paying housing costs, but the property owner/utility companies continue to demand payment and will eventually evict the individual, foreclose, or shut off the utilities.

<p>GR 44-211.2 Earned Income Disregard</p>	<p><u>If the individual is working for the landlord to pay the excess rent, is the Earned Income Disregard (EID) allowed?</u></p> <p>Yes, if the individual is working for the landlord to pay the excess rent, the EID is applied to the income. Therefore, the housing costs may be up to \$200 more than the GR grant before a grant reduction is applied.</p> <p>Refer to GR 44-114 for details on EID.</p> <p><u>EXAMPLE:</u></p> <p>An individual reports moving to an apartment and provides verification of payment of \$275 for rent/utilities. This exceeds the GR grant amount of \$221 by \$54. The worker investigates and determines the \$54 is being waived by the apartment owner in exchange for weekly landscaping that the individual provides. The \$54 is less than \$202 (the maximum allowable before grant reduction) and is, therefore, fully exempt.</p>
<p>GR 44-211.3 Verification</p>	<p>Verification: A handwritten note from the landlord or owner is acceptable verification.</p>
<p>GR 44-212 Room & Board</p>	<p><u>What is Room & Board (R&B)?</u></p> <p>In a R&B arrangement, the provider pays all household upkeep expenses and provides an individual with a bed in a separate room or dormitory-style sleeping area, meals, household cleaning, and line service. If the R&B provider is a relative, only regular shared housing is budgeted.</p> <p>Refer to GR 44-206 for the definition of a relative.</p>
<p>GR 44-212.1 Verification</p>	<p><u>What verification is required?</u></p> <p>The PA 101-2, Room & board Verification, (an out of drawer form) is sent to the R&B Provider to verify the housing arrangement. Once the payment has been approved, a PA 474, Important Notice About Room & board/Dormitory Payments (an out of drawer form) is initiated.</p>
<p>GR 44-212.2 Room & Board Money Management</p>	<p><u>What is required for a R&B money management case?</u></p> <ul style="list-style-type: none"> • A PA 473, Request to Pay Room & Board/Rent/Dormitory Rate by Vendor Payment –

	<p>General Relief Money Management Case, (an out of drawer form) is completed and sent to Special Operations Section (SOS).</p> <ul style="list-style-type: none"> • A PA 100, Notice Regarding Rent/Room & Board/Board & Care/Dormitory Rate, is generated by LEADER and sent to the vendor when R&B is approved as a vendor payment.
GR 44-2112.3 Amount of Room & Board	<p><u>How much is the R&B payment?</u></p> <p>The R&B payment consists of the current maximum \$208 plus \$20 (personal and incidental needs of \$11 and clothing allowance of \$9).</p>
GR 44-212.4 Issuing Room & Board	<p><u>How is the R&B payment issued?</u></p> <p>In most cases, R&B is issued to the individual; however, if the case is money management, the current R&B payment of \$208 is made via vendor payment to the facility. The \$20 (personal and incidental needs and clothing) is issued to the individual.</p>
GR 44-213 Dormitory Living	<p><u>What is dormitory living?</u></p> <p>In order for a facility to be classified as a dormitory facility, it must:</p> <ul style="list-style-type: none"> • Have a business license. • Pay all household upkeep expenses. • Have ten or more beds located in a dormitory-style sleeping area. • Provide household cleaning and linen service.
GR 44-213.1 Dormitory Provider Is a Relative	<p><u>What if the dormitory provider is a relative?</u></p> <p>Only regular shared housing is budgeted.</p> <p>Refer to GR 44-208 for details on shared housing.</p>
GR 44-213.2 Food	<p><u>Is the dormitory facility required to provide food?</u></p> <p>No, the dormitory facility is not required to provide food. The individual is responsible for meeting food needs with the food allowance in the GR grant. The individual may also be eligible for Food Stamps.</p>

GR 44-213.3 Verification	Verification: A completed copy of the PA 101-3, Dormitory Facility Verification (a LEADER generated form) is required. Individuals who are budgeted for the Dormitory Rate are sent a PA 474, “Important Notice About Room & Board/dormitory Payments,” (an out of drawer form) within one workday of approval.
GR 44-213.4 Money Management Case	<u>What verification is needed for dormitory money management cases?</u> The following verification is needed: <ul style="list-style-type: none"> • A completed PA 473. • A PA 100 is completed and sent to the vendor when the Dormitory Rate is approved as a vendor payment.
GR 44-213.5 Issuing Dormitory Rate	<u>How is the Dormitory Rate issued?</u> <ul style="list-style-type: none"> • In most cases, the current Dormitory Rate payment of \$208, (\$143 for the facility and \$65 for food) plus \$20 (personal and incidental needs and clothing) is made to the individual. • If the case is money management, the Dormitory Rate (\$143) is paid the facility by vendor payments. The food (\$65) and personal and incidental needs (\$20) payment is issued via EBT to the individual. <p style="text-align: center;">Refer to GR 44-204 for details on Money Management.</p>
GR 44-214 Board & Care (B&C)	<u>How much is the B&C payment?</u> B&C payments (currently \$268) are made as vendor payments to the facility. A payment of \$20 (personal and incidental needs of \$11 and clothing \$9) is issued to the individual via EBT. <p style="text-align: center;">Refer to GR 45-100 Board & Care for details.</p>
GR 44-215 Sober Living	<u>How are the living arrangements for individuals living in sober living homes determined?</u> Sober living homes are houses, hotels, and apartments in which those recovering from substance abuse problems live together in a substance-free environment. While some homes have individual

	living arrangements for their residents, most have shared housing arrangement (i.e., more than one person to a room).
GR 44-216 Individual in Jail	
GR 44-216.1 Ineligibility	<p><u>Are individuals who are in jail eligible for GR?</u></p> <p>No, individuals who are in jail are not eligible for GR.</p>
GR 44-216.2 Approved Individual Enters Jail	<p><u>What happens when an individual in an approved case enters jail?</u></p> <ul style="list-style-type: none"> • Aid is discontinued effective the end of the month in which the individual entered jail. • Overpayments are adjusted for any issuance occurring beginning the first day of the month following the date the individual entered jail.
GR 44-216.3 Verification of Release Date	<p>Verification of release date: The release date is verified by viewing release documents, or, if the individual does not have release documents, by obtaining the individual's sworn affidavit.</p>
GR 44-216.4 Jail Match	<p><u>Is there a jail match process?</u></p> <p>Yes, a match is completed by the Welfare Fraud Prevention & Investigation (WFP&I) Section. WFP&I notifies districts of needed action.</p>
GR 44-216.5 Rescind Aid When Released from Jail	<p><u>When an individual is released from jail, can aid be rescinded?</u></p> <p>Yes, if the individual has release papers, aid is rescinded effective the date of the release or the first of the month after the termination date, whichever is later.</p> <p><u>EXAMPLE:</u></p> <p>Aid is terminated effective September 30. The individual comes to the district office on October 5 with release papers showing release from jail on October 4. Rescind aid effective October 4.</p>
GR 44-216.6 No Release Papers	<p><u>What if the individual does not have release papers?</u></p> <p>If the individual does not have the release papers, the</p>

	<p>individual is fingerprinted. If there is a match, aid is rescinded effective the first of the month.</p> <p>EXAMPLE: An individual is terminated effective September 30. The individual comes to the district office on October 8 and has no release papers. The fingerprint is a match to the person the individual claims to be and aid is rescinded effective October 1.</p>
GR 44-217 Individual in Medical Facility	
GR 44-217.1 Ineligible	<p><u>Is an individual in a medical facility eligible for GR?</u></p> <p>No, an individual who enters a medical facility (such as a hospital, nursing home, or intermediate care facility) becomes ineligible for GR effective the end of the month of the admission date, except as noted below.</p>
GR 44-217.2 Exception	<p><u>What if hospitalization is expected to end before the end of the month and the individual plans to return to the same address?</u></p> <p>If the individual's physician expects the period of hospitalization to end before the end of the month following admission and the individual intends to return to the same address, the individual is eligible to GR and the housing allowance is continue for the second month only.</p> <ul style="list-style-type: none"> • If the individual leaves the medical facility as was expected during the second month, the grant is increased effective the day of discharge. • If the individual does not leave the medical facility as expected. GR is terminated at the end of the month following the month the individual entered into the hospital.
GR 44-217.3 Verification	<p>Verification: Case Comments is updated to include each contact with the doctor and the individual explaining the expected discharge date and the individual's intention to return to the same address before action may be taken.</p>
GR 44-217.4 No Hearing	<p><u>Is a hearing required if the grant is terminated or reduced due to an individual's admission to medical facility?</u></p>

	No, there is no hearing requirement in this situation.
GR 44-218 Individual in Public Non-Medical Institution	
GR 44-218.1 Ineligibility	<p><u>Are individuals who are in a public non-medical institution eligible to GR?</u></p> <p>No, individuals in public non-medical institutions, such as jail or prison, are not eligible to GR.</p>
GR 44-218.2 Entering a Public Non-Medical Institution	<p><u>What needs to be done when an approved individual enters a public non-medical institution?</u></p> <p>When an individual in an approved case enters a public non-medical institution, aid is terminated effective the end of the month the individual enters the institution.</p>
GR 44-218.3 Applications from Individuals in Public Non-Medical Institutions	<p><u>Can an application be accepted fro individuals in a public non-medical institution?</u></p> <p>No, applications are not accepted for individuals in public non-medical institutions. If an application is received by mail for an individual in a public non-medical institution, the application is denied.</p>
GR 44-218.4 Twin Towers	<p><u>Are there any exceptions to accepting applications from a public non-medical institution?</u></p> <p>Yes, in the Civic Center district only, applications are taken for soon-to-be-released inmates in Twin Towers. These applications are not approved until the individual is released from Twin Towers.</p>
GR 44-219 Case Composition	
GR 44-219.1 Aided on Same Case	<p><u>What individuals are aided on the same case?</u></p> <p>The following individuals who live together are aided on one case:</p> <ul style="list-style-type: none"> • Legal spouses. • GR eligible families, including the parents, minor children and 18 year old children attending high school or trade/technical school full time who

	expect to complete the school program before their 19 th birthday.
GR 44-219.2 Aided on Separate Case	<p><u>What individuals are aided on separate cases?</u></p> <p>The following individuals are aided on separate cases:</p> <ul style="list-style-type: none"> • Adult children. • Relatives who do not meet the above description of individuals aided in the same case. • Non-related adults.
GR 44-219.3 Drug-Related Felons	<p><u>Are individuals with a drug-related felony eligible for GR?</u></p> <p>Any person who was convicted of a drug-related felony after December 31, 1997 and who is a non-aided member of a CalWORKs Assistance Unit (AU) is ineligible for GR. This determination is made based on the individual's verbal declaration, statement on the application, or information from any reliable source.</p>
GR 44-219.4 Parole/Probation Violators	<p><u>Are parole/probation violators eligible for GR?</u></p> <p>No, any person who is in violation of parole/probation is not eligible to Gr. Determination is made based on the individual's verbal declaration, statement on the application, or information from any reliable source.</p>
GR 44-219.5 Fleeing Felons	<p><u>Are fleeing felons eligible for GR?</u></p> <p>No, any person who is fleeing to avoid prosecution or custody/conviction of a felony is not eligible to GR. Determination is made based on the individual's verbal declaration, statement on application, or information from any reliable source.</p>
GR 44-220 Emergency Aid General Information	
GR 44-220.1 Definition	<p><u>What is emergency aid?</u></p> <p>Emergency aid is assistance that may be issued to an individual prior to case approval and any assistance issued to prevent a potential hardship if the GR household had to otherwise wait for a GR</p>

	approval and/or the GR grant to be issued (e.g., eviction, catastrophe, or missing warrant).
<p>GR 44-220.2 General Requirements for Emergency Aid</p>	<p><u>What are the general requirements for emergency aid?</u></p> <p>Following are the requirements for emergency aid:</p> <ul style="list-style-type: none"> • All resources must be exhausted or unavailable. • The household must be apparently eligible for GR. No duplicate aid may be issued except for catastrophe situation (limited to fire, flood, earthquake, or storm). • The household cannot currently be in a penalty period.
<p>GR 44-220.3 Specific Requirement at Intake</p>	<p><u>Are there specific requirements for issuing emergency aid at Intake?</u></p> <p>Yes, emergency aid may be issued to an apparently eligible individual prior to approval, subject to the following limitations:</p> <ul style="list-style-type: none"> • The 15-day residency requirement is met (except for “return to residence”). • A regular application or an ABP 898-15, General Relief Application for County Public Assistance – Nonresident, (an out of drawer form) has been completed. • The individual has declared on one of the applications that: <ul style="list-style-type: none"> ➤ His/her current income or liquid assets (personal property) do not exceed the amount allowed in the Personal Property regulations; and <p style="margin-left: 40px;">Refer to GR 42-211 for details on Personal Property.</p> <ul style="list-style-type: none"> ➤ No public or private agency is currently providing or will be providing for need during the accrual period of issuance; and ➤ No one else will provide for the emergency need.

GR 44-221 Emergency Aid – Intake Housing	
GR 44-221.1 Emergency Housing for Homeless	<p><u>How is emergency housing provided for homeless individuals at intake?</u></p> <p>At application, homeless individuals who want emergency housing are provided housing in a contracted or vendor facility. However, an individual is not required to accept emergency housing.</p> <p>Homeless individuals applying for GR are offered emergency housing within the district office area or other area if there are no vacancies in the local district area.</p>
GR 44-221.2 No Vacancies	<p><u>If the district cannot find a vacancy, what should be done?</u></p> <p>The district designated liaison contacts the Vendor Control Unit (VCU) at (213) 974-9232 if they are unable to locate housing.</p>
GR 44-221.3 Verifying Availability of Emergency Housing	<p><u>How is the availability of emergency housing verified?</u></p> <p>Availability of emergency housing and acceptance/non-acceptance is documented on the LEADER-generated ABP 532, Homeless General Relief Applicant Emergency Housing Decision.</p> <p>If the individual accepts emergency housing as noted on the ABP 532, the contracted facility or housing vendor is contacted to reserve the room no more than <u>one hour</u> prior to issuing the ABP 295, Meals/Lodging Order and Invoice (a LEADER generated form).</p>
GR 44-221.4 Referrals to Missions	<p><u>Are homeless individuals referred to missions?</u></p> <p>No, individuals who are homeless and applying for GR are not referred to missions or other agencies that provide shelter unless the district liaison has an agreement with the facility that guarantees the individual will have a bed.</p>
GR 44-221.5 Contracted Facilities Priority Basis	<p><u>Are contracted facilities used on a priority basis?</u></p> <p>Yes, the GR districts designated on the approved Vendor List must fill all available vacancies in assigned contracted facilities before referring individuals to the vendor hotels.</p>

<p>GR 44-221.6 Contracted Rooms Are Full</p>	<p><u>What if the contracted rooms are full?</u></p> <p>After all assigned contracted facilities are full for the Central City, Civic Center, Metro Special, Southwest Special, South Special, and Wilshire Special districts, refer homeless individuals to the best available vendor hotel (based on the Priority of Referral assigned) on the central city hotel listing on the Approved Vendor List.</p>
<p>GR 44-221.7 Issuing Vouchers</p>	<p><u>How are housing vouchers for contracted facilities and vendor hotels issued?</u></p> <p>A housing voucher (ABP 295) for emergency housing in contracted facilities and vendor hotels is provided for up to 14 days at a time. An ABP 479, Voucher Notice, (an out of drawer form) is provided with each voucher given to homeless individuals.</p> <p><u>Exception:</u> Whenever a housing voucher will expire on a holiday, districts should add the number of days necessary to extend the issuance until the next business day.</p>
<p>GR 44-221.8 Nights Overlap Into the Next Month</p>	<p><u>Are two ABP 295s needed when the number of nights overlap into the next month?</u></p> <p>Yes, for contract facilities only, when the number of nights authorized overlaps into the next month, two ABP 295s (one for each month) are completed.</p>
<p>GR 44-221.9 No Vouchers After Approval/Denial/Withdrawal</p>	<p><u>Are ABP 295s issued after the case is approved?</u></p> <p>No, ABP 295s are only issued until the case is approved, withdrawn or denied.</p>
<p>GR 44-221.10 Amount Issued For Housing</p>	<p><u>What amount may be issued for emergency aid for housing?</u></p> <p>LEADER issues vouchers based on the amount shown for the facility on the Approved Vendor List.</p>
<p>GR 44-221.11 Transportation to Housing</p>	<p><u>Is transportation issued for round-trip travel to the emergency housing facility?</u></p> <p>Yes, transportation is issued for round-trip travel to the emergency housing facility when the one-way distance is one mile or more or the person is unable to walk a mile.</p>

<p>GR 44-221.12 Length of Time For Issuing Vouchers</p>	<p><u>How long can vouchers for emergency housing be issued?</u></p> <p><u>Homeless Applicants – Not Employable</u></p> <p>Homeless applicants who are <u>not employable</u> may be offered emergency housing for up to seven days at a time or until the application is approved, withdrawn, or denied.</p> <p><u>Homeless Employable Applicants</u></p> <p>For homeless <u>employable</u> applicants, emergency housing may be offered for up to 14 days to coincide with the return intake appointment date. During this time period, the individual is still required to comply with all employable requirements. A transportation allowance for job search is issued in accordance with the job search assignment.</p> <p>The 14-day issuance period applies only to the initial issuance. If a subsequent issuance is necessary prior to approval, it is limited to seven days. All employable requirements continue through any subsequent issuance periods.</p>	
<p>GR 44-221.13 Deduction Vouchers</p>	<p><u>Are housing vouchers deducted from the GR grant?</u></p> <p>Yes, the deductible amount of emergency housing is shown below. This amount is deducted whether or not the individual actually uses the voucher.</p> <p>The amount that was issued over the deductible amount is excluded. Also, issuances for the 31st day of any month are non-deductible.</p>	
<p>GR 44-221.14 Daily Deduction Chart</p>	<p><u># in GR Household</u></p>	<p><u>Deducted Daily</u></p>
	1	\$4.53
	2	\$7.70
	3	\$9.23
	4	\$10.97
	5	\$12.50
	6	\$14.07
	7	\$15.43
	8	\$16.83
	9	\$18.17
	10 or more	\$19.53
<p>GR 44-221.15</p>	<p><u>How is a voucher (ABP 295) cancelled?</u></p>	

Canceling Vouchers	<p>The ABP 4026, LEADER Voucher Cancellation Request, (an out of drawer form) is used to request cancellation of housing vouchers.</p>
GR 44-221.16 Full Cancellation	<p><u>When is a full cancellation of the ABP 295 needed?</u></p> <p>A full cancellation is requested only when the original voucher was not used AND a full replacement is being issued. The original voucher must be attached to the ABP 4026.</p>
GR 44-221.17 Partial Cancellation	<p><u>When is a partial cancellation of the ABP 295 needed?</u></p> <p>A partial cancellation is completed when a replacement voucher is being issued for the unused days on the voucher being canceled. The Cancel Date for the original voucher is the last night the individual stayed at the hotel.</p>
GR 44-221.18 Compliant Regarding Housing Benefits/Procedures	<p><u>How are complaints regarding emergency housing benefits and procedures handled?</u></p> <p>Individuals who have problems/complaints regarding emergency housing benefits or any aspect of the handling of the emergency housing benefits process are referred to the District Homeless Liaison. The Liaison advises the individual of the GR Complaint procedures found in GR 40-103.5 if the complaint cannot be resolved by the Liaison.</p>
GR 44-221.19 Complaints Regarding the Housing Facility	<p><u>How are complaints regarding emergency housing facilities handled?</u></p> <p>The PA 479 is provided with each voucher issued. The ABP 479 provides a toll-free telephone number that may be used by the individual to report a complaint.</p>
GR 44-222 Emergency Aid – Intake Prevent Eviction/Foreclosure	
GR 44-222.1 – Issuing Aid to Prevent Eviction/Foreclosure	<p><u>Under what conditions can emergency aid to prevent eviction/foreclosure be issued?</u></p> <p>Emergency aid to prevent eviction/foreclosure may be issued for the period beginning 30 calendar days prior to the date of application and through the month of application, subject to the following conditions.</p>

- Aid to prevent eviction/foreclosure has not been issued to the individual within the past year.

The individual has received a written notice of intent to evict/foreclose from the landlord or mortgage holder. Notice by a marshal or Notice of Default is not required. The notice must specify the time period for which:

- Payment is due, the amount due and deadline for payment.
- The amount due (or the amount the landlord will accept) plus any amount issued for utilities must be within the maximum allowed for housing.

Refer to **GR 44-201** for the Basic Budget Table.

- In shared living situations, only the individual's prorated share may be allowed and is not allowed if the other household members cannot meet their share of the cost.
- The landlord/mortgage holder agrees not to evict/foreclose if the rent/mortgage or agreed upon portion is paid. Acceptance of a partial payment generally nullifies the preceding notice.
- In situations involving foreclosure, a lien must be signed by the individual, although it may not have been recorded.
- Any amounts issued for the current month are deducted as part of the GR grant for the same month.

EXAMPLE:

An individual applies for GR August 1 and has a notice of eviction dated July 10 advising payment of \$100 is due by July 31. The landlord has agreed to waive eviction if he receives full payment by August 5 for both July and August rent (\$100 for each month). Because this is his first request for such aid and other criteria described above have been met, the individual is eligible for emergency aid for July and August.

In this example, as the \$100 needed for rent is less than the \$136 allowed for rent in the Basic Budget

	<p>Table, the full \$100 is issued for both July and August. The amount issued for August is deducted from the grant for August and the individual receives \$121 for August (\$221 - \$100). The amount issued for July is not deducted.</p> <p>Refer to GR 44-201 for the Basic Budget Table.</p>
GR 44-222.2 Approval of Issuance	<p><u>Is the Deputy District Director's approval needed for emergency aid to prevent eviction/foreclosure?</u></p> <p>Yes, Deputy District Director approval is required.</p>
GR 44-222.3 How Emergency Aid is Issued	<p><u>How is emergency aid to prevent eviction/foreclosure issued?</u></p> <p>Emergency aid to prevent eviction/foreclosure is issued as a vendor payment directly to the landlord or mortgage holder. A check may be used when a landlord/mortgage holder refuses to accept a vendor payment.</p>
GR 44-222.4 Deducting Aid to Prevent Eviction/Foreclosure	<p><u>Is emergency aid to prevent eviction/foreclosure deducted from the grant?</u></p> <p>Issuances for the period of 30 calendar days prior to the date of application are not deductible. All other issuances are deductible from the GR grant.</p>
GR 44-222.5 Issuances During a 0/30/60 Day Penalty	<p><u>Can emergency aid to prevent eviction/foreclosure be issued during a 0/30/60 day penalty?</u></p> <p>No, aid may not be issued to cover needs during a penalty period.</p>
GR 44-223 Emergency Aid – Intake Utilities	
GR 44-223.1 When Issued	<p><u>Can emergency aid be issued for utilities?</u></p> <p>Yes, aid to restore utilities or prevent shut-off of utilities may be issued for the period beginning 30 calendar days prior to the date of application and through the last day of the month of application subject to the following conditions:</p> <ul style="list-style-type: none"> • The individual has received a notice of intent to shut off utilities or the utilities must already be disconnected.

	<ul style="list-style-type: none"> • In shared living situations, only the GR household's prorated share may be allowed. • In situations where the housing is sublet and the person pays a flat rent amount that includes utilities, no allowance may be made. • The notice of intent to shut off utilities or the disconnect notice does not have to be in the name of the individual. The notice must, however, be for the individual's residence address. • In those instances where the notice is not in the name of the individual, a LEADER generated ABP 101, General Relief Request for Housing Information, from the person to whom the individual pays rent is required to document that the individual does reside at the address shown on the notice and that the individual is responsible for paying the utilities. • The combined emergency aid issuances to prevent eviction, foreclosure, utility shut-off, or to restore utilities for any accrual month may not exceed the housing amount or prorated housing amount specified in the Basic Budget Table. <p style="text-align: center;">Refer to GR 44-201 for the Basic Budget Table.</p>
<p>GR 44-223.2 Approval</p>	<p><u>Is the Deputy District Director's approval needed to issue emergency aid for utilities?</u></p> <p>No, the Eligibility Supervisor (ES) may approve these issuances.</p>
<p>GR 44-223.3 How Emergency Aid for Utilities is Issued</p>	<p><u>How is emergency aid for utilities issued?</u></p> <p>The issuance is made on-line via EBT.</p>
<p>GR 44-223.4 Deducting Emergency Aid for Utilities</p>	<p><u>Is the emergency aid for utilities deducted from the GR grant?</u></p> <p>Issuances for the period of 30 calendar days prior to the date of application are not deductible. All other issuances are deducted from the initial grant at approval.</p>
<p>GR 44-223.5 Issuance During a 0/30/60 Day Penalty</p>	<p><u>Can emergency aid for utilities be issued during a 0/30/60 day penalty?</u></p>

	No, aid may not be issued to cover needs during a penalty period.
GR 44-224 Emergency Food Allowance Chart	

Emergency Food Allowances by Household Size (Monthly, Weekly, and Daily)

Household Size	Monthly Amount	Weekly Amount	Daily Amounts					
			1	2	3	4	5	6
1	\$65.00	\$15.12	\$2.16	\$4.35	\$6.52	\$8.69	\$10.87	\$13.04
2	111.00	25.90	3.70	7.40	11.10	14.80	18.50	22.20
3	133.00	31.03	4.43	8.87	13.30	17.73	22.17	26.60
4	158.00	36.87	5.27	10.53	15.80	21.07	26.33	31.60
5	180.00	42.00	6.00	12.00	18.00	24.00	30.00	36.00
6	202.00	47.13	6.73	13.57	20.20	26.93	33.67	40.40
7	222.00	51.80	7.40	14.80	22.20	29.60	37.00	44.40
8	242.00	56.47	8.07	16.13	24.20	32.27	40.33	48.40
9	261.00	60.90	8.70	17.40	26.10	34.80	43.50	52.20
10+	281.00	65.57	9.37	18.73	28.10	37.47	46.83	56.20

To determine the GR prorated share for one person by the month, week, or day, divide the amount shown for the household size by the number of persons in the household.

EXAMPLE:

An individual lives with four other persons who are not aided on the GR case. The individual needs emergency food for one week. The amount for one week for five persons is \$42. Divide \$42 by five persons to determine that the share is \$8.40.

If the individual lived alone, the weekly amount for one person would be \$15.12.

EXAMPLE:

A husband and wife are aided on the same case and live with three persons not aided on their case (a total of five in the household). The couple needs emergency aid for food for one week. The amount for one week for five persons is \$42. The \$42 is divided by five (number in the household) to arrive at \$8.40 that is each person's share. Multiply \$8.40 by two (number aided) for a total of \$16.80.

If the couple lived alone, the weekly amount would be \$25.90.

GR 44-225 Emergency Aid – Intake Food	
GR 44-225.1 When Issued	<u>Can emergency aid be for food?</u>

	<p>All applicants, including homeless, who appear eligible for Food Stamps must use Food Stamps to meet their emergent food needs. However, in the following rare situations, a LEADER-generated ABP 295, Meals/Lodging Order and Invoice (Meal Voucher), may be issued to buy food for the next business day:</p> <ul style="list-style-type: none"> • If the individual is eligible for Food Stamps, but the number of applications is extremely high and intake is understaffed, a meal voucher may be issued. The decision to issue a meal voucher must be made by the District Director or, in his/her absence, the Deputy District Director. • If the homeless applicant is not eligible for Food Stamps because he/she has no identification, a meal voucher is issued to cover the period until the next business day. If a collateral contact cannot be made, to identify the individual, additional vouchers may be issued for up to a total of 14 days. If the collateral contact cannot be made within the 14 days, no additional voucher may be issued. • If the applicant is not eligible for Food Stamps for reasons other than identification, a meal voucher may be issued for seven days at a time. Meal vouchers may be issued until the case is approved. <p style="text-align: center;"><u>Exception:</u> Whenever a meal voucher will expire on a holiday, the voucher is extended until the next business day after the holiday.</p> <ul style="list-style-type: none"> • If the applicant is not eligible for Food Stamps and there is no vendor restaurant facility in the area, a cash allowance may be issued on-line, following the meal voucher criteria above. • If the applicant is eligible for Food Stamps but the Food Stamp allotment is less than \$10 in the month of application, a meal voucher may be issued for the remainder of the application month.
GR 44-225.2 Approval	<p><u>Is the Deputy District Director’s approval needed for emergency aid for food?</u></p> <p>No, the approval for emergency aid for food for the first 30 calendar days (other than catastrophes) may</p>

be made by the ES.

All emergency aid issuances for meal vouchers beyond 30 calendar days and all issuances for meal vouchers issued due to a catastrophe must be approved by the Deputy District Director.

GR 44-225.3 Amount of Issuance for Emergency Aid for Food

How much may be issued for emergency aid for food?

The emergency food rate is \$2.15 per meal (\$6.45 per day).

GR 44-225.4 Deducting Emergency Aid for Food

Is emergency aid for food deducted from the grant?

Yes, the portion of the meal voucher or cash issuance to be deducted (per person) is shown in the following table. The amount issued which exceeds this deductible amount is excluded.

Number of Days	Allowance*	Amount Deducted
1	\$ 6.45	\$ 2.17
2	12.90	4.35
3	19.35	6.52
4	25.80	8.69
5	32.25	10.87

*Based on three meals per day. To determine the allowance and deductible amount for one or two meals divide the amounts by the number of meals.

EXAMPLE:

An individual is determined to need a food allowance for one meal per day for four days. The allowance for three meals per day for four days is \$25.80 according to the above chart. Divide \$25.80 by 3 - \$8.60 per day allowance. If the individual is determined to need a food allowance for two meals per day for four days, multiply the \$8.60 by two for an allowance of \$17.20 per day.

Currently, the deductible portion of the voucher is considered by LEADER as an administrative overpayment and is collected at 10% of the grant or \$10; whichever is higher, until the overpayment is fully collected.

GR 44-226 Emergency Aid – Intake Transportation																					
GR 44-226.1 When Issued	<p><u>When can emergency aid for transportation be issued</u></p> <p>A round-trip transportation allowance is allowed for the following activities:</p> <ul style="list-style-type: none"> • Mandatory job search. • Trips to the EDD office. • Verified medical appointments. • Travel by a homeless person/family to a vendor lodging facility when the one-way distance is one mile or more or the person(s) is unable to walk a mile. • Whenever meal vouchers are issued and: <ul style="list-style-type: none"> ➤ The nearest vendor restaurant is one mile or more from the individual’s home, or ➤ The applicant is homeless, and the vendor restaurant is more than one mile from the district office, or ➤ The applicant is unable to walk a mile. • SSI Application/Appeals activity. • When the individual must travel to the district office to clear up a problem that exists because of agency error only (not individual error). 																				
GR 44-226.2 Amount of Emergency Aid for Transportation	<p><u>How much transportation may be issued?</u></p> <p>Transportation is issued for the number of trips needed:</p>																				
	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="4"><u>MTA Daily Token Allowance*</u> (Non-GROW)</th> </tr> <tr> <th># Days</th> <th># Trips</th> <th># Tokens</th> <th><u>Cash Value</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>2</td> <td>\$2.20</td> </tr> <tr> <td>2</td> <td>4</td> <td>4</td> <td>4.40</td> </tr> <tr> <td>3</td> <td>6</td> <td>6</td> <td>6.40</td> </tr> </tbody> </table>	<u>MTA Daily Token Allowance*</u> (Non-GROW)				# Days	# Trips	# Tokens	<u>Cash Value</u>	1	2	2	\$2.20	2	4	4	4.40	3	6	6	6.40
<u>MTA Daily Token Allowance*</u> (Non-GROW)																					
# Days	# Trips	# Tokens	<u>Cash Value</u>																		
1	2	2	\$2.20																		
2	4	4	4.40																		
3	6	6	6.40																		

	4	8	8	8.80
	5	10	10	11.00
	6	12	12	13.20
	7	14	14	15.40
	8	16	16	17.60
	9	18	18	19.80
	10	20	20	22.00
	<p>*Tokens = \$1.10</p> <ul style="list-style-type: none"> • MTA transfers are not available. Two additional tokens are issued for each trip that requires a transfer to another bus. • An amount over \$2.20 per day per activity may be issued if the activity, not related to employable requirements, will require a higher allowance. For example, a person living in Pomona is referred to the Los Angeles County/USC Medical Center for special treatment. The actual round-trip cost is allowed. • In remote areas having no local bus routes, such as portions of the Lancaster district, \$.15 per mile may be used for computing an automobile allowance. 			
GR 44-226.3 - Approval	<p><u>Is the Deputy District Director's approval needed for transportation issuances?</u></p> <p>No, the ES may approve transportation allowance issuances.</p>			
GR 44-226.4 – Deducting Emergency Aid for Transportation	<p><u>Is the transportation amount issued deducted from the GR grant?</u></p> <p>No, emergency aid for transportation is not deductible.</p>			
GR 44-227 Emergency Aid – Intake Clothing	<p><u>Is there an emergency aid for clothing?</u></p> <p>No, there is no emergency aid or special needs allowance for clothing. Effective February 1, 1998, the clothing allowance is included in the GR grant.</p>			
GR 44-228 Emergency Aid – Intake Pending Receipt of Initial SSI/SSP				
GR 44-228.1 Criteria for Issuance	<p><u>Can emergency aid be issued pending receipt of initial SSI/SSP payment</u></p>			

	<p>Yes, emergency aid may be issued to individuals applying for GR who have been approved for SSI/SSP but are waiting for actual receipt of the initial payment.</p> <p>SSI/SSP applicants may receive notice of SSI/SSP approval up to 60 days before they actually receive the initial SSI/SSP payment. This could result in a severe hardship for persons without any income or resources.</p>
<p>GR 44-228.2 Types of Emergency Aid</p>	<p><u>What type of emergency aid is available to individuals pending receipt of the initial SSI/SSP payment?</u></p> <p>Individuals applying for GR pending receipt of their initial SSI/SSP benefits may be eligible for assistance to meet one of the following non-deferrable emergency needs:</p> <ul style="list-style-type: none"> • Housing for homeless applicants. Refer to GR 44-221 for details on emergency aid. • Aid to prevent eviction/foreclosure. Refer to GR 44-222 for details on emergency aid. • Food (Food Stamp utilization is explored before issuing GR whenever possible). Refer to GR 44-225 for details on emergency aid. • Restore utilities or to prevent utility shut-off. Refer to GR 44-223 for details on emergency aid. • Medical transportation allowance. Refer to GR 44-226 for details on emergency aid. • Personal care items. Refer to GR 44-235 for details on special needs.
<p>GR 44-228.3 Issuance of emergency Payments by SSA</p>	<p><u>Does the Social Security Administration (SSA) issue emergency payments pending initial receipt of SSI/SSP or SSDI benefits?</u></p> <p>Yes, the SSA field offices may issue a same day</p>

	<p>emergency payment to a disable person, provided all of the following criteria are met. The person:</p> <ul style="list-style-type: none"> • Must have been approved for SSI/SSP and/or Social Security Disability Insurance (SSDI), but has not received the initial payment. • Must be in a situation where any delay in the SSI/SSP or SSDI payment would result in deprivation of food or shelter, or endangerment of health. <p>NOTE: Before GR emergency aid is issued, a determination of eligibility to SSA emergency aid must be made.</p>
<p>GR 44-228.4 Responsibility for Application</p>	<p><u>Who takes applications for emergency aid pending receipt of SSI/SSP?</u></p> <p>For control purposes, district administrators designate an Intake worker to process all applications for emergency aid pending receipt of SSI/SSP benefits.</p>
<p>GR 44-228.5 Responsibility for Request</p>	<p><u>If an approved GR individual requests emergency aid pending receipt of SSI/SSP, who handles the case?</u></p> <p>An approved individual whose GR was/is being terminated because of approval of SSI/SSP benefits is referred to the designated Intake worker if emergency aid pending receipt of SSI/SSP is requested. Aid is terminated.</p>
<p>GR 44-228.6 Forms Required</p>	<p><u>What application forms are needed for emergency aid pending receipt of SSI/SSP?</u></p> <p><u>Former GR Participant</u></p> <p>A former GR participant whose case is immediately available and contains the approved application or annual agreement signed by the individual <u>within the last ten months</u> completes the PA 551, Statement of Emergency Need and Addendum Application for County Public Assistance (an out of drawer form).</p> <p><u>New/Former Participant with no Recent GR Case History</u></p> <p>New GR Applicants and former GR participants with no recent GR case history (for example, case record not available or application/annual agreement is <u>more</u></p>

	<p>than ten months old) must complete both an application and the PA 551.</p>
<p>GR 44-228.7 Processing Application</p>	<p><u>How are applications for emergency aid pending receipt of SSI/SSP processed?</u></p> <ul style="list-style-type: none"> • Applications for emergency aid pending receipt of the initial SSI/SSP payment must be processed as new cases. This means that if aid is already approved, all GR must be terminated before GR emergency aid can be issued. • A home call to obtain an application and/or PA 551 may be authorized by district administrative staff when the individual is physically unable to attend an interview in the district office.
<p>GR 44-228.8 Requirements for Approval</p>	<p><u>What must be done before emergency aid pending receipt of SSI/SSP is approved?</u></p> <ul style="list-style-type: none"> • Before GR emergency aid is issued, a determination of the individual's eligibility to receive the emergency SSA payment is made by using the PA 747, Determination of Eligibility for Emergency SSA Payment (an out of drawer form). • The PA 747 is attached to the PA 1049, General Relief Referral for SSI/SSP Application, and given to the individual to take to the appropriate SSA office. • A new referral via the PA 747 is required each time the individual requests GR emergency aid. A new PA 1049/PA 1049-1 is not required when the individual is re-referred to the SSA. • Homeless individuals who arrive at the district office too late in the day to have the PA 747 completed by the SSA the same day are issued a voucher for meals/lodging until the next business day. • The homeless individual is also issued sufficient transportation funds to enable him/her to (1) get to the vendor facility, (2) go to the SSA office, and (3) return to the district office. • If the PA 747 is returned showing the issuance of an emergency SSA payment, eligibility to any GR emergency aid must be determined. A one-time only payment equal to the monthly SSI/SSP

	<p>benefit is the maximum amount of SSA emergency aid that can be issued.</p> <ul style="list-style-type: none"> • If the PA 747 is returned indicating that the person is not eligible to receive an emergency SSA payment, the reason for denial of the emergency SSA payment is explored to determine if it is also a reason to deny GR emergency aid. • SSA has informed DPSS that they will not issue an emergency SSA payment if the person is due to receive the initial SSI/SSP payment within seven days. In this instance, the GR individual may be issued GR emergency aid if otherwise eligible. • If the individual fails to return the PA 747 by the specified time limit, the GR application for emergency aid is denied.
<p>GR 44-228.9 Verification</p>	<p><u>What verification is required?</u></p> <p>In addition to the documentation specified in GR 44-221 through GR 44-227 for the specified allowable need items, individuals receiving GR emergency aid pending SSI/SSP must provide:</p> <ul style="list-style-type: none"> • Proof of their award such as, the award letter itself, or other documents signed by an SSA Representative indicating the date the individual was determined eligible to SSI/SSP, and the anticipated date of the first payment. • The SSI/SSP award letter or other acceptable documentation is photocopied and filed in the case record. <p>Applicants for emergency aid pending receipt of initial SSI/SSP must complete a QR 7.</p> <p>Refer to OPS 23-110 Quarterly Reporting for details on timely issuance/receipt of the QR 7.</p>
<p>GR 44-228.10 Issuance Beyond 60 Days</p>	<p><u>Can emergency aid be issued beyond 60 days?</u></p> <p>Authorizations to pay retro active SSI/SSP benefits in excess of an amount specified by SSA may exceed 60 days as such payments are reviewed and approved by SSA in Baltimore prior to disbursement.</p> <p>When requests for emergency aid continue 60</p>

	calendar days beyond the date of the award notice, the district SSI/SSP Liaison is required to obtain clarification from SSA that is recorded in Case Comments.
GR 44-228.11 Case Denied	<p><u>When is the GR case denied after emergency aid is issued?</u></p> <p>The GR application is denied and the amount of emergency issuance is recorded in Case Comments when:</p> <ul style="list-style-type: none"> • The individual receives the initial payment of the SSI/SSP benefits. (Usually, the payment will be received within 60 days following the date on the award notice.) • The individual fails to appear for a scheduled appointment to obtain/submit a timely QR 7. • The individual is determined otherwise ineligible to GR.
GR 44-229 Emergency Aid – Approved	
GR 44-229.1 Initial Issuance of GR	<p><u>How is initial issuance of GR Emergency Aid handled?</u></p> <p>All issuance of GR benefits are made via the Electronic Benefits Transfer (EBT) system.</p> <ul style="list-style-type: none"> • For <u>Non-Homeless Individuals</u>, the initial month's grant is normally generated on the overnight or batch process; however, for emergencies, it can be issued on-line at case approval. • For <u>Homeless Individuals</u>, the initial month's grant is issued on-line at case approval.
GR 44-229.2 Benefits Accessed by Someone Else	<p><u>What must be done when an individual's benefits have been accessed and the individual reports that they did not access the benefits?</u></p> <p>Refer to EBT 16-300 for EBT instructions.</p>
GR 44-229.3 Benefits Cannot Be Replaced Immediately	<p><u>What needs to be done if the benefits cannot be replaced immediately?</u></p> <p>Emergency aid, for approved cases, is only issued when the replacement of benefits cannot be done</p>

	immediately.
<p>GR 44-229.4 Kinds of Emergency Aid</p>	<p><u>What kind of emergency aid can be issued?</u></p> <p>Homeless GR individuals are eligible for emergency housing vouchers only during the period which the Auditor-Controller (A-C) is processing the affidavit. The A-C processes affidavits within three workdays. Vouchers are issued from the day the affidavit is signed until the replacement benefits are received.</p> <p><u>EXAMPLE:</u></p> <p>The individual's stagger day is the 4th. In April 2004, the 4th falls on a Sunday. The affidavit may be signed on the 5th. The individual is eligible for a voucher for the 5th, 6th, and 7th. The A-C authorizes the replacement <u>on-line</u>, on the 8th.</p> <p><u>EXAMPLE:</u></p> <p>The individual's stagger day is the 5th. In April 2004, the 5th falls on a Monday. The affidavit may be signed on the 5th. The individual is eligible for a voucher for the 5th, 6th, and 7th. The A-C authorizes the replacement <u>on-line</u>, on the 8th.</p> <p>Other types of emergency aid, as applicable, may be issued beginning on the individual's stagger day.</p>
<p>Verification</p>	<p><u>What verification is needed?</u></p> <p>The individual must go through the affidavit process. The Deputy District Director must approve emergency aid for housing, utilities, and food.</p>
<p>GR 44-229.5 Requirement for Emergency Aid – Approved Cases</p>	<p><u>What are the requirements for issuing emergency aid on an approved case?</u></p> <p>Before issuing emergency aid, the following conditions must be met:</p> <ul style="list-style-type: none"> • <u>Homeless individuals only</u>, the owner/manager/landlord is contacted to verify that the individual is homeless and no longer at the address where the individual states he/she last stayed. <p>If the owner/manager/landlord cannot be reached or the individual does not remember the name/telephone number, a PA 853 is completed.</p>

	<p>The PA 853 must list the individual's last address, a statement that the individual is homeless and that the individual does not recall the name/telephone number of the owner/manager/landlord.</p> <ul style="list-style-type: none"> • A PA 1771, Participant Agrees to Termination/Reduction of General Relief, must be signed by the GR individual agreeing to the deduction of the emergency aid from the following month's grant. If the individual refuses to sign the PA 1771, emergency aid is not issued. • Emergency aid issued is deducted from the following month's grant. Only the deductible portion of housing vouchers is deducted. <p>Refer to GR 44-221 for the deductible amounts.</p> <ul style="list-style-type: none"> • Aid is issued on-line and the individual advised when the benefits are available.
<p>GR 44-229.6 Issuing Emergency Aid for Food – Approved</p>	<p><u>How is emergency aid for food issued?</u></p> <p>Emergency aid may be issued on-line to relieve an emergency need for food if the individual qualifies for a meals out allowance. If the individual does not qualify for meals out, the individual is advised of the availability of Food Stamps.</p> <p>Refer to GR 44-225 and GR 44-232.</p>
<p>GR 44-229.7 Amount of Emergency Aid for Food – Approved</p>	<p><u>What amount of emergency aid for food is issued?</u></p> <p>If a food allowance is given, it is the amount of entitlement according to GR 44-224 from the date of issuance to the anticipated date of receipt of the replacement check.</p>
<p>GR 44-229.8 Emergency Aid for Housing/Utilities Non-Homeless</p>	<p><u>Can emergency aid for housing/utilities for NON-HOMELESS individuals be issued?</u></p> <p>Emergency aid for housing or utilities may be issued only when the individual has received a written notice of intent to evict/foreclose/shutoff from the landlord/mortgage holder/utility company who will not wait for the replacement of benefits through the affidavit process. Notice by a Marshal or Notice of Default is not required. The notice must specify the time period for which payment is due, the amount</p>

	due, deadline for payment, signature and address or telephone number of issuer, and date issued.
GR 44-229.9 Issuing Emergency Aid for Housing/Utilities Non-Homeless	<p><u>How is emergency aid for housing/utilities for NON-HOMELESS individuals issued?</u></p> <p>Emergency aid to prevent eviction/foreclosure is issued only by vendor payment except when the landlord/mortgage holder refuses to accept a vendor payment. Emergency aid to prevent utility shut-off is issued on-line.</p>
GR 44-229.10 Issuance for Non-Homeless	<p><u>What amount of emergency aid for housing and/or utilities for NON-HOMELESS individuals is issued?</u></p> <p>Emergency aid for housing or utilities is limited to the amount necessary to pay rent/mortgage/utilities or the amount specified in the Basic Budget Table.</p> <p>Refer to GR 44-201 for the Basic Budget Table.</p>
GR 44-229.11 Issuance for Homeless	<p><u>How is emergency aid for housing for HOMELESS individuals issued?</u></p> <p>Emergency housing is issued via the ABP 295, Meals/Lodging Order and Invoice.</p> <p>The procedures for emergency housing in GR 44-221 apply, except for the period of issuance, which is different for approved cases.</p>
GR 44-229.12 Period of Issuance	<p><u>What is the period of issuance for emergency aid for APPROVED homeless individuals?</u></p> <p>Homeless GR individuals are eligible for emergency housing voucher only during the period which the A-C is processing the affidavit. The A-C processes affidavits within three workdays. Vouchers are issued from the day the affidavit is signed until the replacement benefits are received.</p> <p><u>EXAMPLE:</u></p> <p>The individual's stagger day is the 4th. In April 2004, the 4th falls on a Sunday. The affidavit may be signed on the 5th. The individual is eligible for a voucher for the 5th, 6th, and 7th. The A-C authorizes the replacement <u>on-line</u>, on the 8th.</p>

	<p><u>EXAMPLE:</u></p> <p>The individual's stagger day is the 5th. In April 2004, the 5th falls on a Monday. The affidavit may be signed on the 5th. The individual is eligible for a voucher for the 5th, 6th, and 7th. The A-C authorizes the replacement <u>on-line</u>, on the 8th.</p>
<p>GR 44-229.13 Emergency Aid for Transportation</p>	<p><u>When can emergency aid for transportation be issued on an approved case?</u></p> <p>Refer to GR 44-226 for details on when aid for transportation on an approved case may be issued.</p> <p>Emergency aid for transportation <u>is not allowed</u> when a bus pass allowance or other allowance covering the need is included in the ongoing grant, except when the individual meets the requirements for benefit replacement.</p>
<p>GR 44-229.14 Catastrophe</p>	<p><u>Can emergency aid be issued to individuals who have emergency needs due to a catastrophe?</u></p> <p>Yes, non-deductible duplicate emergency aid for food and housing may be issued to individuals who have such a need due to a catastrophe and are not able to meet the need through any other means. Catastrophes are limited to fire, flood, storm, earthquake, and eviction by a public authority on the grounds of substandard housing.</p> <p>Individuals evicted by a public authority on the grounds of substandard housing are limited to the issuance of duplicate emergency aid for housing, and only if relocation money is not received.</p>
<p>GR 44-229.15 Housing Issuance Catastrophe - Approved</p>	<p><u>How is the amount of emergency need for housing as the result of a catastrophe determined?</u></p> <p>The amount is limited to the actual cost (if available) or the full housing allowance in the GR Basic Budget Table, whichever is less.</p> <p>Refer to GR 44-201 for the Basic Budget Table.</p> <p>In shared living situations, only the individual's prorated share of the actual cost (if available) or the prorated share of the full housing allowance, whichever is less, can be issued.</p>

	<p>Emergency aid for housing may be issued via EBT, vendor payment to the landlord, or ABP 295 for vendor lodging.</p> <p><u>EXAMPLE:</u></p> <p><u>One-Person Household</u></p> <p>An individual’s apartment is destroyed by fire on June 15. After the destruction is verified by a home call, \$136 (GR housing allowance for one person) is issued, via EBT. The \$136 is not deducted from the GR grant.</p> <p><u>EXAMPLE:</u></p> <p><u>Shared Housing</u></p> <p>An individual living with a roommate in a hotel is evicted on June 20 by the Health Department because the building is uninhabitable. No relocation money is received. After the eviction is verified by a telephone call, \$115.50 (one person’s share of the GR housing allowance for a two-person household) is issued, via EBT, and is not deducted from the GR grant.</p>
<p>GR 44-229.16 Food Issuance – Catastrophe – Approved</p>	<p><u>Is emergency aid issued for food needs as the result of a catastrophe?</u></p> <ul style="list-style-type: none"> • Individuals who are eligible for Food Stamps must use this resource to meet emergency food needs. • Individuals not eligible for Food Stamps are issued an ABP 295, if a vendor restaurant is available. • When a vendor facility is not available, a cash on-line issuance is made.
<p>GR 44-229.17 Verification</p>	<p><u>What verification is needed for catastrophes?</u></p> <p>The following verification is needed:</p> <ul style="list-style-type: none"> • A home call to verify fire, flood, storm, and earthquake destruction. • For eviction by a public agency, a written notice from the agency or a telephone call to the agency. • Verification must be entered in Case Comments;

	e.g., "Home call made 4/11/04. Apartment destroyed by fire."
GR 44-230 Emergency Aid to First Paycheck	
GR 44-230.1 Eligibility for Aid to First Paycheck`	<p><u>What individuals are eligible to emergency aid to first paycheck?</u></p> <p>Individuals who become fully employed before or after applying for GR or after approval may receive emergency aid for themselves and their family members, if otherwise eligible, until they receive their first paycheck. Persons who receive "aid to first paycheck" are exempt from employable requirements.</p>
GR 44-230.2 Limitation on Aid to First Paycheck	<p><u>What are the limitations on aid to first paycheck?</u></p> <ul style="list-style-type: none"> • Employment and date of first paycheck must be verified with a telephone call to the potential employer. • Emergency aid is issued only for the portion of the "aid to first paycheck" period for which no GR grant is issued. • The amount issued for any particular need item is limited to a proration of that specified in the GR Basic Budget Table, except for the issuance of vouchers for homeless persons. Vouchers can be issued at the prevailing rate until the first paycheck is received. <p>Refer to GR 44-201 for the Basic Budget Table.</p> <ul style="list-style-type: none"> • The individual must sign a PA 1771, Participant Agrees to Termination/Reduction of General Relief (an out of drawer form).
GR 44-230.3 Issuance of Aid to First Paycheck	<p><u>How is emergency aid to first paycheck issued?</u></p> <p>Emergency "aid to first paycheck" is issued on-line.</p>
GR 44-230.4 Types of Aid to First Paycheck	<p><u>What kind of emergency aid may be issued for aid to first paycheck?</u></p> <ul style="list-style-type: none"> • <u>Food</u> <p>If the person/family qualifies for restaurant meals, the allowance is issued on-line. Otherwise, only</p>

	<p>Food Stamps may be issued if the person/family is certified as eligible to Food Stamp benefits.</p> <p>Refer to GR 44-233 for details on Meals Out.</p> <ul style="list-style-type: none"> • <u>Housing</u> <p>A voucher for emergency housing or to prevent eviction/foreclosure/utility shut-off or restoration may not exceed the amount determined by prorating the GR Basic Budget Table.</p> <p>Refer to GR 44-201 for the Basic Budget Table.</p> <p>NOTE: Homeless individuals are issued vouchers for emergency lodging.</p> <ul style="list-style-type: none"> • <u>Transportation</u> <p>Refer to GR 44-232 for details.</p> <ul style="list-style-type: none"> • <u>Occupational or Trade Tools</u> <p>Refer to GR 44-234 for details.</p> <ul style="list-style-type: none"> • <u>Personal Care Items</u> <p>Refer to GR 44-235 for details.</p>
<p>GR 44-230.5 Verification</p>	<p><u>What verification is required for aid to first paycheck?</u></p> <p>Entries in Case Comments should include the following:</p> <ul style="list-style-type: none"> • The phrase “Aid to First Paycheck”, followed by, • Date emergency aid issued. • Date of first paycheck. • Name and title of employer representative who verifies date of first paycheck. <p>NOTE: An ABCDM 228 must be signed by the individual authorizing contact with the potential employer. The signed ABCDM 228 is filed in the case record. If the individual refuses to sign the ABCDM 228, “aid to first paycheck” is not issued.</p>

GR 44-231 Special Need for Therapeutic Diet																		
GR 44-231.1 Issuance of Special Needs for Therapeutic Diet	<p><u>When are special needs for a therapeutic diet issued?</u></p> <ul style="list-style-type: none"> • A therapeutic diet may be allowed only when recommended by the individual's physician. Verification is obtained from a private physician on the PA 596, Special Diet Allowance Request, LAC/USC Medical Center provides form H-4015 to authorize a therapeutic diet. The current authorization from must be on file in the case record before issuing needs for a therapeutic diet. • Special need for therapeutic diet <u>CANNOT</u> be issued on a pending case. • Special need for therapeutic diet <u>CANNOT</u> be issued for an individual who receives R&B or B*C amounts. • Special need for therapeutic diet <u>CANNOT</u> be issued for individuals with no cooking facilities or for any individual who is allowed a meals out allowance. • The maximum allowable monthly rates for specific diets are contained in the following Therapeutic Diet Chart. 																	
GR 44-231.2 Therapeutic Diet Chart	<p><u>Therapeutic Diet Chart</u></p> <table border="1" data-bbox="561 1352 1349 1877"> <thead> <tr> <th data-bbox="561 1352 883 1425"><u>Diet</u></th> <th data-bbox="883 1352 1096 1425"><u>Man</u></th> <th data-bbox="1096 1352 1349 1425"><u>Woman</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="561 1425 883 1539">Diabetic, Adult 1200 calories</td> <td data-bbox="883 1425 1096 1539">No Allowance</td> <td data-bbox="1096 1425 1349 1539">\$.94</td> </tr> <tr> <td data-bbox="561 1539 883 1652">Diabetic, Adult 1500 calories</td> <td data-bbox="883 1539 1096 1652">No Allowance</td> <td data-bbox="1096 1539 1349 1652">\$2.47</td> </tr> <tr> <td data-bbox="561 1652 883 1766">Diabetic, Adult & Child 1800 calories</td> <td data-bbox="883 1652 1096 1766">\$3.43</td> <td data-bbox="1096 1652 1349 1766">\$5.88</td> </tr> <tr> <td data-bbox="561 1766 883 1877">Diabetic Adult 2200 calories</td> <td data-bbox="883 1766 1096 1877">\$6.30</td> <td data-bbox="1096 1766 1349 1877">\$8.75</td> </tr> </tbody> </table>			<u>Diet</u>	<u>Man</u>	<u>Woman</u>	Diabetic, Adult 1200 calories	No Allowance	\$.94	Diabetic, Adult 1500 calories	No Allowance	\$2.47	Diabetic, Adult & Child 1800 calories	\$3.43	\$5.88	Diabetic Adult 2200 calories	\$6.30	\$8.75
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	High Caloric High Protein moderate need, 3000 calories 100 gr. Protein	\$5.27	\$5.27
	High Caloric High Protein moderate need, 3400 calories 125 gr. Protein	\$9.60	\$9.60
	Bland	\$4.69	\$4.28
	Low Caloric 1500 calories	No Allowance	\$1.72
	Low Fat, Low Cholesterol 50 gm. Fat	\$3.88	\$3.67
GR 44-231.3 Controls for Therapeutic Diet	<p><u>Are there any controls that need to be used for therapeutic diet?</u></p> <p>Yes, the FAC must be established to follow-up on the PA 596. (The PA 596 is sent to County medical facilities for renewals only, not for initial requests.)</p>		
GR 44-231.4 Verification	<p><u>If the individual has a diet authorization other than a completed PA 596 or H-4015, is that sufficient verification?</u></p> <p>No, when an individual is under the care of a private hospital or physician and has a diet authorization other than a completed PA 596 or H-4015, Part I of the PA 596 is completed and the original mailed to the physician or hospital.</p> <p>Verification from County Medical Facility: If the individual is under the care of a County medical facility, the PA 596 must originate from that facility. If an individual states that a doctor at a County medical facility recommends a special diet and a request form has not been received, the individual should be advised to contact the physician at the appropriate facility for clarification.</p> <p>NOTE: District Staff <u>does not</u> contact the facility in these instances.</p> <p>NOTE: The PA 596 completed by County medical facilities must be signed or it cannot be accepted nor processed.</p>		

	<p>Verification from LAC/USC Medical Center: Special diet requests originating from the LAC/USC Medical Center are submitted to districts on an H-4015. When the H-4015 is received,, Part I of the PA 596 is completed and Part II is annotated with “H-4015 on file”. The two forms are stapled together and filed in the case record.</p>
<p>GR 44-231.5 Renewal Request for Therapeutic Diet</p>	<p><u>How are renewal requests for therapeutic diets handled?</u></p> <ul style="list-style-type: none"> • For diet allowances for LAC/USC Medical Center patients, the PA 596 is sent to: Los Angeles County USC Medical Center Dietician – Out-Patient Building Room 442 1200 North State Street Los Angeles, CA 90033 • For <u>all other county facilities</u>, the PA 596 is sent directly to the medical aid district involved or the hospital social services unit. • For <u>private hospitals or physicians</u>, the PA 596 is sent directly to the facility or physician. • If an extension is approved, the PA 596 is used to establish a diet expiration notice control and to initiate authorization for continuation of the diet. • Case Comments are annotated with, “Continued allowance for existing diet allowance for _____ months. PA 596 on file in case record.” • If a different diet is required, the information is input to LEADER and the Case Comments annotated with, “PA 596 received and filed in case record for (description of diet).”
<p>GR 44-232 Special Needs – Meals Out of Home</p>	
<p>GR 44-232.1 Issuance of Special Need – Meals Out of Home</p>	<p><u>When are special needs for meals out issued?</u></p> <p>The Special Need for meals out is available only in very limited situations, including verified medical disabilities, catastrophes, and exceptional situations</p>

	approved by the Division Chief.
GR 44-232.2 Criteria for Meals Out Allowance	<p><u>What are the criteria for meals out allowances?</u></p> <p>Individuals are eligible to a temporary meals out allowance only when one or more of the following criteria are met:</p> <ul style="list-style-type: none"> • A current PA 539, Request for Medical Verification of Need for Meals Out, is on file. • The PA 539 from the physician shows there is a physical or mental condition that makes it impossible for the individual to shop for and/or prepare meals. • The District Director has approved meals out allowance due to a catastrophe. • Catastrophes are limited to individuals who are in need of the meals out allowance because their cooking facilities have been destroyed by fire, earthquake, or flood. • The Division Chief has approved a meals out allowance due to a temporary hardship.
GR 44-232.3 Time Frame for Meals Out	<p><u>How long can the meals out allowance be issued?</u></p> <p>The meals out allowance is time limited as follows:</p> <ul style="list-style-type: none"> • <u>Medical Reasons</u> <p>Individuals receiving meals out for medical reasons are eligible to the allowance for the period specified by the doctor on the PA 539. If no time limit is specified or if the physician indicates an expiration date after the next annual agreement, the need must be re-verified at the next annual agreement.</p> <ul style="list-style-type: none"> • <u>Catastrophes and Temporary Hardship Reasons</u> <p>Eligible approved individuals may receive an allowance for one month only.</p>
GR 44-232.4 Verification	<p><u>Verification:</u></p> <ul style="list-style-type: none"> • <u>Medical Requirement</u> is verified by a PA 539. A copy of the PA 539 returned from a physician is sufficient documentation.

	<ul style="list-style-type: none"> • <u>Catastrophe</u> is verified by a note on the file copy of the PA 538 initialed by the District Director. • <u>Hardship</u> is verified by a note on the file copy of the PA 538 that the District Director has obtained Division Chief approval.
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GR 44-232.5 Notices for Meals Out Allowance	<p><u>What notices are sent to the individual for meals out allowance?</u></p> <ul style="list-style-type: none"> • The PA 538, Notice Regarding Time Limit On Meals Out Allowance, (an out of drawer form) is mailed by the Worker, to all individuals who qualify for meals out, within five working days after the ES signs the approval. • The PA 535, Ineligibility to Meals Out Allowance, (an out of drawer form) is mailed by the Worker, to all individuals who are denied Meals Out, (but approved for ongoing aid) within five days of the Meals Out denial.
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GR 44-232.6 Meals Out Chart	<p><u>How much is the meals out allowance?</u></p> <p>The meals out allowance for the household size is found in the following chart:</p>
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<u>GR Meals Out</u>		
Household Size	Allowance, Per Person, Per Month	Allowance, Per Person, Per Day
1	\$139.00	\$4.63
2	\$149.00	\$4.97
3	\$159.66	\$5.32
4	\$164.50	\$5.48
5	\$168.00	\$5.60
6	\$170.33	\$5.67
7	\$173.28	\$5.74
8	\$173.75	\$5.79

	9	175.00	\$5.83
	10	\$175.00	\$5.86
	<p>NOTE: The chart is based on a per person rate.</p> <p><u>EXAMPLE #1:</u></p> <p>Two persons living in a two person household are both approved for Meals Out, they are eligible to a monthly Special Need Allowance for Meals Out of \$149.</p> <p><u>EXAMPLE #2:</u></p> <p>A single individual shares housing with four other people. The individual is approved for Meals Out. The individual is eligible to a monthly Special Need Allowance for Meals Out of \$168.</p> <p>The Meals Out allowance, when added to the prorated food allowance in the basic Budget Table, will always equal \$204.00 per person, per month.</p>		
GR 44-232.7 Receiving Food Stamps	<p><u>Is an individual eligible to meals out if they are receiving Food Stamps?</u></p> <p>Yes, individuals receiving the Meals Out allowance may also be eligible for Food Stamps. Individuals not receiving Food Stamps should be encouraged to apply.</p>		
GR 44-233 Special Need for Transportation			
GR 44-233.1 Issuance of Special Need - Transportation	<p><u>When is a special need allowance for transportation issued?</u></p> <p>A special need allowance for transportation is issued to comply with:</p> <ul style="list-style-type: none"> • GR employable requirements such as assignments to perform Job Searches, attend GROW activities and (re)register with EDD. • Medical appointments. • A required application for SSI/SSP, attend appointment with a designated representative 		

	<p>during an SSI/SSP appeal process, or attend an SSI/SSP hearing.</p> <p>A transportation allowance may also be issued:</p> <ul style="list-style-type: none"> • As emergency aid for any of the circumstances described above, including travel to and from a vendor emergency housing. • As an allowance for transportation to and from work pending receipt of a first paycheck. • Whenever meal vouchers are issued and: <ul style="list-style-type: none"> the nearest vendor is one mile or more from the individual's home, the individual is homeless, one mile from the district office, or the individual is unable to walk a mile. • When the individual must travel to the district office to clear up a problem that exists because of agency error only (not individual error).
<p>GR 44-233.2 Amount Issued – Special Need – Transportation</p>	<p><u>What amount is issued for transportation allowance?</u></p> <p>Transportation allowance is determined by LEADER, based on the number of trips needed.</p> <ul style="list-style-type: none"> • Transportation for Job Search activity is based on the number of searches required. For one to six job searches, the allowance for one day is issued. • An amount over the standard allowance per day, per activity may be issued if the activity, not related to employable requirements, will require a higher allowance. For example, if a person living in Pomona is referred to the LAC/USC Medical Center for special treatment, the actual round-trip cost would be allowed. • In remote areas having no local bus routes, such as portions of the Lancaster district, \$0.15 per mile may be used for computing an automobile allowance. • The maximum <u>planned</u> transportation issuance for an individual is not to exceed the cost of an MTA

	<p>monthly pass, which is currently \$52.</p> <p><u>EXCEPTION:</u> When <u>unplanned</u> transportation needs, such as special employment-related activities or medical appointments, occur after the issuance of transportation allowance, additional issuances may be made.</p>
GR 44-233.3 Verification	<p><u>What verification is needed?</u></p> <p>Verification of need for any activity other than employable requirements is required if the individual needs to make more than four per month or when the monthly allowance for any requested transportation not related to employable requirements exceeds \$11. This verification, as well as the computation of the issuance, is recorded in Case Comments and the FAC is set.</p>
GR 44-233.4 How Special Need for Transportation is Issued	<p><u>How are transportation allowances issued?</u></p> <p>Transportation allowances are issued by either bus tokens or a bus pass allowance. Ongoing allowances may be issued via EBT.</p>
GR 44-233.5 Approval	<p><u>Is the Deputy District Director's approval required?</u></p> <p>No, the ES is the approval authority for all transportation allowances.</p>
GR 44-233.6 Duplicate Transportation	<p><u>Is duplicate transportation issued?</u></p> <p>No, when an employable individual is excused for not attending a GROW assignment for a good cause; the transportation allowance for that month is not reduced. However, no additional allowance is issued when he/she is required to make up the missed time since it was already issued previously.</p> <p>Refer to GR 41-412 for examples of good cause criteria and necessary make-up assignments.</p>
GR 44-234 Special Need for Occupational or Trade Tools	
GR 44-234.1 Issuance – Special Need – Tools	<p><u>When is a special need for occupational or trade tools issued?</u></p>

	<p>When the purchase of tools is required to secure full-time employment, a special need allowance up to a maximum of \$50 may be issued to an employable individual. For GR purposes, the term “tools” may also include such items as required uniforms and safety shoes.</p>
<p>GR 44-234.2 Criteria</p>	<p><u>What are the criteria for issuing a special need for occupational or trade tools?</u></p> <ul style="list-style-type: none"> • The ABCDM 228, “Applicant’s Authorization for Release of Information,” is used to obtain the individual’s consent to contact the employer. • If the individual refuses to sign the ABCDM 228, the special need allowance is not issued. • The employer must verify that immediate full-time employment is available for the individual if the individual provides his or her own tools. • The employer must verify that the purchase of the tools cannot be deferred until the first paycheck is received. • The employer must specify what tools are required and their estimated cost. • The purchase of the tools cannot be made by any other means. • For cases pending approval, refer to GR 44-221, GR 44-222, GR 44-223, GR 44-224, GR 44-225, GR 44-226, GR 44-227 and GR 44-228 regarding the issuance of emergency aid for special needs prior to approval. • For GROW individuals, see procedures on the Intranet.
<p>GR 44-234-3 Verification</p>	<p><u>What verification is needed for a special need for occupational or trade tools?</u></p> <p>Verification may be obtained in writing or by telephone call to the prospective employer.</p> <ul style="list-style-type: none"> • If the verification is obtained by telephone, the employer’s name, address, telephone number, and date of the contact is recorded in Case Comments along with the required information

	<p>specified in the issuance criteria located above.</p> <ul style="list-style-type: none"> • If the verification is obtained from the employer in writing, it must include the required information in the issuance criteria above. • The employer's letter and the ABCDM 228 are filed in the case record.
GR 44-234.4 Amount Allowed – Special Need – Tools	<p><u>How much may be allowed for occupational or trade tools?</u></p> <p>The amount of the allowance is based on the estimated cost of the required tools obtained from the prospective employer or \$50, <u>whichever is less.</u></p>
GR 44-234.5 Approval	<p><u>Is the Deputy District Director approval required?</u></p> <p>No, the ES is the approval authority for occupational or trade tool issuance.</p>
GR 44-234.6 How Special Need for Tools are Issued	<p><u>How is the special need issued?</u></p> <p>Special needs are issued online.</p>
GR 44-234.7 Individual Fails to Get the Job	<p><u>What is the special need is issued and the individual fails to get the job?</u></p> <p>If an individual fails to obtain the job and remains on GR after the issuance of the tool allowance, verification that the funds were spent on tools is needed. If the individual fails, refuses to provide the verification for the purchase of the tools, an overpayment adjustment is initiated.</p>
GR 44-235 Special Need for Personal Care – Intake Only	
GR 44-235.1 Issuance of Special Need – Personal Care	<p><u>When is a special need allowance for personal care issued?</u></p> <p>At intake only, individuals declaring an emergency need for person care items may be issued a prepackaged Personal Care Kit of common personal care items. In the event the Personal Care Kit is out of stock in the district, a \$5.00 Personal Care allowance may be issued until a new supply is available.</p>
GR 44-235.2 Personal Care Kit	<p><u>What is in the Personal Care Kit?</u></p>

	<p>The Personal Care Kit contains the following items:</p> <ul style="list-style-type: none"> • comb • razor • shampoo • soap • toothbrush • toothpaste • washcloth <p>NOTE: Sanitary napkins are not included in the kit but may be issued upon request as noted below.</p>
<p>GR 44-235.3 Issuing Kits</p>	<p><u>How are the Personal Care Kits issued?</u></p> <ul style="list-style-type: none"> • One Personal Care Kit special allowance may be issued to each individual at intake. Female individuals are asked if sanitary napkins are also needed with the kit. If requested, six napkins may also be issued. • The personal Care Kit may not be issued at reapplication for GR if the allowance was received within the last 90 days. • The personal Care Kit is issued via a PA 19, Memorandum to Cashier, with the annotation “Issue one PCK and six sanitary napkins (if requested).” If Personal Care Kits are not available, the \$5.00 Personal Care allowance is issued on-line.
<p>GR 440235.4 Verification</p>	<p><u>What verification is needed for issuing personal care kits?</u></p> <p>An individual’s verbal statement of an emergency need for personal care items is sufficient verification for documentation purposes. The following statement is recorded in Case Comments – A PCK or \$5.00 PC requested and issued on _____ (date).</p>
<p>GR 44-235.5 Deducting Personal Care Needs</p>	<p><u>Is \$5.00 for the Personal Care Kit deducted from the grant?</u></p>

	<p>Yes, if GR is approved, \$5.00 is deducted from the initial grant.</p>
<p>GR 44-236 Special Need for Property Taxes</p>	
<p>GR 44-236.1 Issuance of Special Needs – Property Tax</p>	<p><u>When is a special need for property taxes issued?</u></p> <p>Special need allowances for property taxes may be issued to individuals who own a home, subject to the following:</p> <ul style="list-style-type: none"> • <u>Short Term Cases</u> <p>Payment of property taxes should not be considered on short-term cases such as new GR pending SSI/SSP cases unless SSI/SSP is denied. Short term is defined as any case that will probably be terminated within six months from the effective date of aid; e.g., an employable with a good likelihood of security full-time employment.</p> <ul style="list-style-type: none"> • Whenever an individual declares a special need for property taxes, Case Comments are annotated with the reason for allowing (why it was determined that the case would not be short term) or for not allowing (why it was determined that the case would probably be short term). • A special need for property taxes may be allowed up to actual taxes owed as follows: <ul style="list-style-type: none"> <u>Current Taxes</u> – the actual amount of the tax charge for the period. <u>Taxes prior to date of application (including delinquent taxes)</u> – the actual amount of any delinquent taxes plus penalties. • No special need for property taxes may be allowed unless the County has secured a lien and recorded the lien on the property.
<p>GR 44-236.2 How Special Need for Taxes are Issued</p>	<p><u>How is the special need issued?</u></p> <p>All allowances for taxes are in the form of vendor payments and are made directly to the County Treasurer and Tax Collector, 500 W. Temple Street, Los Angeles, unless the taxes are included in the monthly mortgage payments. In such cases,</p>

	<p>payment of the monthly tax amount may be made directly to the individual.</p> <ul style="list-style-type: none"> • <u>Vendor Payments</u> <p>Taxes are due by December 10 for the first half of the year and by April 10 for the second half of the year. Requisition is made in advance to reach the SOS six weeks before these dates.</p> <ul style="list-style-type: none"> • <u>Payments Directly to Individuals</u> <p>When taxes are included in the monthly mortgage payment, the special needs allowance for the prorated taxes may be issued via EBT.</p> <p>Proration is accomplished by determining the total yearly tax liability, divide this figure by 12, and allow ½ as the monthly special need amount.</p> <p>NOTE: This is a manual computation.</p>
<p>GR 44-236.3 Verification</p>	<p><u>Verification:</u></p> <ul style="list-style-type: none"> • <u>Vendor payment</u> issuance is verified by a report from Property Service Section <u>or</u> by review of the tax bill in the individual's possession. • <u>Payments directly to individuals</u> for tax impound is verified with the mortgage company and Case Comments is annotated with the type of verification seen or that a mortgage company employee verbally provided the tax impound amount owed. • <u>Lien documentation</u> is verified by the PA 622, Property Report, from the Property Services Section indicating that the County lien or mortgage is valid and in good order.
<p>GR 44-236.4 Approval</p>	<p><u>Is the Deputy District Director approval required?</u></p> <p>Yes, allowances for payment of property taxes, either vendor payments or payments directly to the individual, must be authorized by the Deputy District Director. This approval may not be delegated.</p>
<p>GR 44-237 Special Needs for Fire Insurance Premiums</p>	<p><u>When are special needs for fire insurance issued?</u></p> <p>Fire insurance premiums may be allowed on the</p>

	<p>following basis:</p> <ul style="list-style-type: none"> • The case is considered long term (has or is expected to continue for six months or longer) in nature and the County has a recorded lien on the property. • The ES approves the fire insurance premium allowance. • As vendor payment directly to the insurance company when the individual pays the premium directly to the insurance carrier. <p>As a monthly special need payable to the individual via EBT. When the premium is included in the individual's monthly payment. The monthly amount is determined by dividing the number of months the premium covers into the total premium cost (Usually 12 or 36 months).</p>
<p>GR 44-238 Special Need for Distilled Water</p>	<p><u>When is a special need for distilled water issued?</u></p> <p>A special need for distilled water may be allowed upon recommendation by a medical doctor as being necessary for the health of the individual on the following basis:</p> <ul style="list-style-type: none"> • The monthly allowance is the amount paid up to the ceiling specified in the GR Basic Budget Table. <p>Refer to GR 44-201 for the Basic Budget Table.</p> <ul style="list-style-type: none"> • The allowance is issued via EBT. • The allowance is documented by a written statement, signed by a physician, indicating that the distilled water is necessary to the health of the individual. This statement is filed in the case record. • The special need for distilled water may be allowed upon approval of the ES.
<p>GR 44-239 Special Need for Essential Household Repairs</p>	
<p>GR 44-239.1 Issuance</p>	<p><u>When are special needs for essential household repairs allowed?</u></p>

	<p>A special need for essential household repairs may be allowed when an individual owns and resides in his/her home (or which the individual shares ownership) and the allowance is necessary to provide safe and healthful housing or to minimize deterioration. No allowance may be made for repairs that are only of a cosmetic nature.</p>
GR 44-239.2 Amount Issued	<p><u>What amount is allowed?</u></p> <p>The total allowance for repairs in any 12-month period may not exceed \$200 per household. If a necessary repair in any 12-month period exceeds \$200, as determined by the Property Services Section, the excess may be allowed only upon approval by the Division Chief.</p>
GR 44-239.3 Lien Required	<p><u>Is a lien required?</u></p> <p>Yes, an allowance for essential household repairs may be made only if the County has secured a lien on the property in question and the lien has been recorder as verified by the Property Services Section.</p>
GR 44-239.4 How Special Need – Household Repairs are Issued	<p><u>How is the special need issued?</u></p> <p>The special need is issued via EBT, or if required by the provider of services, as a vendor payment.</p>
GR 44-239.5 Approval	<p><u>Is the District Director’s Approval needed?</u></p> <p>Yes, the approval of the District Director is required and may not be delegated.</p>
GR 44-239.6 Verification	<p><u>Verification:</u> In order to allow any essential housing repair allowance of \$200 or less, the following documentation must be on file in the case record:</p> <ul style="list-style-type: none"> • Written confirmation from the Property Services Section that a Lien on the property has been taken and recorded. • Written confirmation from the Property Services Section that the requested repairs are necessary to provide safe and healthful housing or to minimize deterioration, and that the requested allowance is not for cosmetic purposes only. • Preferably three, but no less than two, written estimates of the cost of the repair. Property

	<p>Services Section must designate, in writing, which estimate is to be utilized in effectuating the necessary repairs.</p> <ul style="list-style-type: none"> • A final bill from the provider of the service indicating the total final cost of the repair. • A lettergram from the Property Services Section stating that they have inspected the property and that all work being billed for has been completed. •
<p>GR 44-239.7 Verification when Cost Exceeds \$200</p>	<p><u>What verification is needed when the cost exceeds \$200 in a 12-month period?</u></p> <p>In addition t the verification above:</p> <ul style="list-style-type: none"> • <u>Property Services Section</u> <p>The Property Services Section must inform the District director, in writing, if the essential repairs in excess of \$200 in a 12-month period are required. The Property Services Section must indicate what repairs are required and must specify why the repairs are required and the estimated cost.</p> <ul style="list-style-type: none"> • <u>District Director</u> <p>If the District Director agrees with the Property Services Section’s recommendation, the Property Folder is forwarded to the Division Chief, requesting approval of the allowance.</p>
<p>GR 44-240 Special Need for Telephone</p>	<p><u>What are the criteria for special allowance for telephone?</u></p> <ul style="list-style-type: none"> • The special need allowance for a telephone may be budgeted only at the lowest rate obtainable, but in no instance may the allowance exceed \$5.91, tax included. • This allowance requires the approval signature of the ES. • The allowance may be budgeted only in the event of documented extreme illness or when lack of a telephone could create a hazard to the individual. • Case Comments are annotated with an explanation of why the allowance is being made.

GR 44-241 Referrals – Burial	When an individual on GR dies and an inquiry is made regarding possible burial services available, the inquirer should be referred to the Info-Line.

GR 44-300 AID PAYMENTS

Table of Contents

GR 44-301 – Benefit Issuance

GR 44-301.1 How Aid is Issued

GR 44-302 – EBT

GR 44-303 – Direct Deposit

GR 44-303.1 Benefits of Direct Deposit
GR 44-303.2 No Bank/Credit Union Account
GR 44-303.3 Has a Bank/Credit Union Account
GR 44-303.4 Process for Direct Deposit
GR 44-303.5 Name on Bank/Credit Union Account
GR 44-303.6 Payee Change
GR 44-303.7 Cancel Direct Deposit
GR 44-303.8 Benefits Deposited
GR 44-303.9 Overdrawn Account/Benefits Garnished
GR 44-303.10 Benefits Not in the Account
GR 44-303.11 GR Problems with ChexSystems
GR 44-303.12 Informing Individual
GR 44-303.13 Benefits Not Used in One Month
GR 44-303.14 Entire Benefits
GR 44-303.15 Address/SSN Discrepancies
GR 44-303.16 Account Information Not Available to County
GR 44-303.17 Outside of LA County

GR 44-304 – Vendor Payment

GR 44-304.1 Direct Rent Payments
GR 44-304.2 Vendor
GR 44-304.3 Verification
GR 44-304.4 Processing Direct Rent
GR 44-304.5 How are Vendor Payments Issued
GR 44-304.6 Notifying Vendor
GR 44-304.7 Canceling Vendor Payments
GR 44-304.8 Board & Care Payments
GR 44-304.9 Room & Board - Vendor Payment
GR 44-304.10 Amount Issued for Room & Board
GR 44-304.11 Individual Receives Cash Benefits
GR 44-304.12 Setting Up Room & Board
GR 44-304.13 Individual Dies

GR 44-305 – Benefits Mailed

GR 44-306 – Money Management

GR 44-306.1 Definition
GR 44-306.2 Decision for Money Management
GR 44-306.3 Verification

- GR 44-306.4 Money Management on LEADER
- GR 44-306.5 Review of Money Management Cases

GR 44-307 – Effective Date of Aid

- GR 44-307.1 Determining Effective Date of Aid
- GR 44-307.2 Effective Date Different from Application Date
- GR 44-307.3 Approval of Aid

GR 44-308 – Changes in Payment Amount

- GR 44-308.1 Changes in Household Size or Number Aided
- GR 44-308.2 Changes in Income
- GR 44-308.3 Changes in Special Need Payments
- GR 44-308.4 Changes for Individuals In a Facility
- GR 44-308.5 Changes in In-kind and Vendor Payments
- GR 44-308.6 Reduction in Aid
- GR 44-308.7 Changes – Individual Receives CalWORKs, etc.

GR 44-309 – Overpayments

- GR 44-309.1 Definition
- GR 44-309.2 When Overpayments Occur
- GR 44-309.3 Adjustment of Overpayment
- GR 44-309.4 Administrative Error
- GR 44-309.5 Manually Computing an Overpayment
- GR 44-309.6 Individual Did NOT Meet Reporting Responsibility
- GR 44-309.7 Manually Computing An Overpayment
- GR 44-309.8 Knowledge of Reporting Responsibility
- GR 44-309.9 Meeting Reporting Responsibility
- GR 44-309.10 Reporting Responsibility Not Met
- GR 44-309.11 Preventing Overpayments
- GR 44-309.12 Suspicion of Fraud
- GR 44-309.13 In-Kind and Vendor Overpayments
- GR 44-309.14 Disputing an Overpayment
- GR 44-309.15 Overpayments Identified by A-C
- GR 44-309.16 Disputes an Overpayment Identified by the A-C

GR 44-310 Collectible Aid

- GR 44-310.1 Repaying Aid
- GR 44-310.2 Referrals for Collection
- GR 44-310.3 Processing the ABP 495
- GR 44-310.4 Reapplication
- GR 44-310.5 Treasurer and Tax Collector
- GR 44-310.6 Repaying GR at the TTC
- GR 44-310.7 Repaying GR in the District

GR 44-300 Aid Payments

GR 44-301 - Benefit Issuance	
GR 44-301.1 - How Aid is Issued	<p><u>How is aid issued?</u></p> <p>Aid is issued through:</p> <ul style="list-style-type: none">• EBT• Direct Deposit• Vendor payment• In rare situations, through the mail.
GR 44-302 - EBT	<p><u>What is EBT?</u></p> <p>EBT is an electronic payment delivery system that uses debit card technology. This system is used to deliver benefits to individuals receiving cash and Food Stamp benefits (primary cardholders) and designated alternate cardholders.</p> <p>Refer to EBT 16-000 for details.</p>
GR 44-303 - Direct Deposit	<p><u>What is a Direct Deposit payment?</u></p> <p>With Direct Deposit, individuals can choose to have their cash benefits directly deposited into their account each month at a financial institution of their choice.</p> <p>The Worker offers Direct Deposit at Intake, Annual Agreement, or upon request of the individual using the PA 1675-2, Direct Deposit Overview (an out of drawer form).</p>
GR 44-303.1 - Benefits of Direct Deposit	<p><u>What are the benefits of Direct Deposit?</u></p> <p>The benefits of the Direct Deposit program include:</p> <ul style="list-style-type: none">• Access to cash aid on the 1st of each month.• Elimination of fees for using Automated Teller Machines (ATMs).• Money is available 24 hours a day/7 days a week.

	<ul style="list-style-type: none"> • Safe and reliable way to get cash aid.
GR 44-303.2 - No Bank/Credit Union Account	<p><u>What if the individual does not have a bank/credit union account?</u></p> <p>Individuals who do not have an existing bank/credit union account must be given the PA 1675-1, (an out of drawer form) Bank Information Brochure, to select a bank/credit union and how to open an account. Once the account is open, the individual can sign up for Direct Deposit.</p>
GR 44-303.3 - Has a Bank/Credit Union Account	<p><u>What if the individual has a current/bank/credit union account?</u></p> <p>Individuals with bank accounts are given the PA 1675-2, Direct Deposit Information Flier (an out of drawer form). The flyer provides a brief explanation about the benefits and how to sign-up for Direct Deposit. Individuals requesting additional Direct Deposit information may call (1-800) 815-5005.</p>
GR 44-303.4 - Process for Direct Deposit	<p><u>What is the process when an individual requests Direct Deposit?</u></p> <p>When an individual request Direct Deposit the Worker provides the individual with the following:</p> <ul style="list-style-type: none"> • PA 1675 (an out of drawer form), Direct Deposit Authorization Sign-Up Form. • LEADER screen prints (Case Profile and Case Member) stapled to the PA 1675. • Postage-paid return envelope pre-addressed to the Auditor-Controller (A-C) for processing. <p>NOTE: The mailing address for all Direct Deposit Sign-up and Cancellation forms is: Direct Deposit Processing, P.O. Box 54662, Los Angeles, CA 90054-0662.</p> <p>The Worker ensures:</p> <ul style="list-style-type: none"> • The individual follows the instructions printed on the reverse side of the PA 1675. • The individual completes Section I of the PA 1675.

	<ul style="list-style-type: none"> • The individual understands the importance of ensuring that the LEADER screen prints remain stapled to the PA 1675. • If using a checking account, the individual must attach a voided check. • If the individual is designating a bank savings account or a credit union account, the financial institution must complete Section II of the PA 1675. • The individual mails the PA 1675, screen prints, etc. in the postage paid return envelope pre-addressed to the A-C for processing. <p>NOTE: Any PA 16752 inadvertently returned to the district office is to be forwarded to the Direct Deposit Liaison. The Direct Deposit Liaison will immediately forward them to the A-C via the cashier using the district locked bag process for affidavits.</p>
<p>GR 44-303.5 - Name on Bank/Credit Union Account</p>	<p><u>Is the individual's name required on the bank/credit union account?</u></p> <p>The bank/credit union account can be in the individual's name or in a joint account with another person. However, the individual is advised that if there is another name on the account, that person can also use the funds in the account. This means that an account holder, other than the individual, can also access the benefits. Any funds withdrawn cannot be replaced.</p>
<p>GR 44-303.6 - Payee Change</p>	<p><u>What action is taken when there is a payee change?</u></p> <p>When there is a payee change on a case with Direct Deposit, the Worker takes immediate action to ensure the case issuance method is correct with the new payee and the new payee is requesting Direct Deposit, a new PA 1675 (an out of drawer form) must be completed.</p> <p>When there is a payee change on a case with Direct Deposit and the new payee does not want Direct Deposit, the Worker completes a PA 1675-3 (an out of drawer form), Direct Deposit Cancellation Form, with the annotation at the top</p>

	<p>of the form “Completed by EW”. The Worker forwards the PA 1675-3 with the LEADER screen prints (Case Profile and Case Member) immediately to the A-C via the cashier using the district locked bag process.</p> <p>Refer to Direct Deposit - Identifying for LEADER procedures.</p>
<p>GR 44-303.7 - Cancel Direct Deposit</p>	<p><u>What action is taken when an individual wants to cancel Direct Deposit?</u></p> <p>When an individual wants to cancel Direct Deposit, the Worker verifies the issuance method, and</p> <ul style="list-style-type: none"> • Prints the LEADER screen prints (Case Profile and Case Member) and staples to the PA 1675-3. • Gives the PA 1675-3, with the screen prints attached and a business-reply envelope (pre-addressed to the A-C) to the individual. • Instructs the individual to complete the form and return in the pre-addressed envelope provided, alerting the individual not to detach the LEADER screen prints. <p>NOTE: Any PA 1675-3 received in the office without an envelope, is to be forwarded along with the LEADER screen prints to the A-C via the cashier using the district locked bag process.</p>
<p>GR 44-303.8 - Benefits Deposited</p>	<p><u>What benefits are deposited in the individual’s account?</u></p> <p>The following benefits are deposited into the account:</p> <ul style="list-style-type: none"> • Monthly automatic benefits are deposited by the first day of each month. • Supplemental benefits are deposited two days after they are authorized. • With the availability of the Intranet Direct Deposit System (IDDS), information is now available to better assist staff to determine if benefits were processed by the A-C for deposit into the individual’s account.

	<p>NOTE: The data on LEADER and IDDS only reflects that the A-C sent the authorization to the bank/credit union, not that it was actually accepted by the bank and credited to the individual's account. The IDDS data will not confirm the acceptance of the funds nor will it confirm the deposit of benefits into the individual's account.</p>
<p>GR 44-303.9 - Overdrawn Account/Benefits Garnished</p>	<p><u>What action is taken when benefits are deposited into an overdrawn account or benefits are garnished?</u></p> <p>When benefits are deposited into an overdrawn account, the bank/credit union will deduct the amount owed by the individual from the account. The County is not responsible for replacing any benefits to the individual. It is the responsibility of the individual to maintain sufficient funds in the account.</p> <p>Los Angeles County is not responsible for any garnishments deducted from benefits deposited into the designated account authorized by the individual. This means that benefits deposited and later seized or garnished (i.e., by the IRS, etc.) cannot be replaced.</p>
<p>GR 44-303.10 - Benefits Not in the Account</p>	<p><u>What action is taken when an individual reports that the benefits are not in the account?</u></p> <p>When an individual reports that a notification of deposit was received and benefits are not in the account, the individual's eligibility is verified on LEADER. If the payments are available, the Worker:</p> <ul style="list-style-type: none"> • Makes arrangements for the individual to immediately complete the out of drawer PA 1675-4, Non-Receipt of Direct Deposit Affidavit. • Explains to the individual that the A-C will investigate and send a notice within five working days of what happened to the benefits. • Forwards the completed PA 1675-4 to the cashier for processing to the A-C following the existing locked bag procedures.

	<p>If there is no record of issuance, review the case for current eligibility.</p> <p>NOTE: If the individual is homeless, housing vouchers may be issued for the A-C waiting period.</p> <p>See Direct Deposit - Identifying for LEADER procedures.</p>
<p>GR 44-303.11 - GR Problems with ChexSystems</p>	<p><u>What action is taken if the individual indicates he/she would like to access the Direct Deposit program, but has problems with ChexSystems?</u></p> <p>When the individual indicates he/she would like to access the Direct Deposit program, but has problems with ChexSystems or poor credit history, the Worker provides the PA 1675-9, Electronic Transfer Account (ETA) (an out of drawer form), which provides information about the availability of an ETA.</p> <p>ETA is a special kind of bank account that allows only direct deposits of government benefits/withdrawals of available cash at Automated Teller Machines (ATMs). The individual cannot make other deposits to this account or write checks against it. The account is intended for individuals who do not have or may not qualify for a checking or savings account, but would like to have government benefits directly deposited to this account.</p>
<p>GR 44-303.12 - Informing Individual</p>	<p><u>Once Direct Deposit is set up, how is the individual informed that the benefits are available?</u></p> <p>The individual is mailed a notice of when the Direct Deposit will be available.</p>
<p>GR 44-303.13 - Benefits Not Used in One Month</p>	<p><u>With Direct Deposit, if the benefits are not used in one month, will they be available the following month?</u></p> <p>Any amount left over from a prior month will be in the account. As long as the amount in the bank is under the allowable limit of \$1,500 for approved cases, the individual may continue to be eligible (as long as other eligibility requirements are met).</p>

<p>GR 44-303.14 - Entire Benefits</p>	<p><u>Can an individual receive part of the benefits in cash and have part of it in Direct Deposit?</u></p> <p>No, the entire amount of the benefits must be in Direct Deposit.</p>
<p>GR 44-303.15 - Address/SSN Discrepancies</p>	<p><u>Will the A-C process requests for Direct Deposit with address and/or Social Security Number (SSN) discrepancies?</u></p> <p>The A-C will return all requests for Direct Deposit with address and/or SSN discrepancies directly to the individual for resolution. These discrepancies may include:</p> <ul style="list-style-type: none"> • An address on a voided check is different from the case record. The individual is required to have the bank complete Section II of the PA 1675. IN addition, the individual is responsible for contacting the Worker to correct the address on record. • The SSN listed on the PA 1675 is different form the case record. The individual is required to contact the Worker to either provide an SSN or to provide the correct SSN. Either the Social Security card or a letter from the Social Security Administration (SSA) to verify that the SSN used by the individual is the number assigned is acceptable verification. The request for Direct Deposit will not be accepted until the matter is resolved.
<p>GR 44-303.16 - Account Information Not Available to County</p>	<p><u>Is the information in the individual's account available to the County?</u></p> <p>The account activity cannot be obtained/viewed by the Worker without the individual's signed authorization. However, the individual must provide and attach a current bank statement to the QR 7 report.</p>
<p>GR 44-303.17 - Outside of L.A. County</p>	<p><u>Can GR be paid to someone outside of Los Angeles County?</u></p> <p>No, GR can only be paid in Los Angeles County.</p>
<p>GR 44-304 - Vendor Payment</p>	<p><u>When is aid paid by vendor payment?</u></p> <p>Aid is paid by vendor payment directly to the</p>

	<p>provider in the following situations:</p> <ul style="list-style-type: none"> • <u>Some Emergency Aid/Special Needs</u> <p>Refer to GR 44-202 for details.</p> <ul style="list-style-type: none"> • <u>Rent</u> is paid as a vendor payment when: <p>The individual indicates that the landlord requires direct rent payment, or</p> <p>The individual/vendor is requesting direct rent vendor payment to prevent eviction, or</p> <p>It is determined that a money management problem exists, and</p> <p style="padding-left: 40px;">Refer to GR 44-202 for details on Money Management.</p> <p>All member of the household are aided on the same GR case.</p>
<p>GR 44-304.1 - Direct Rent Payments</p>	<p><u>When are direct rent payments to prevent eviction paid?</u></p> <ul style="list-style-type: none"> • Direct rent vendor payments are available to the individual upon request to prevent eviction due to non-payment of rent. Requests may be made by the individual or by the vendor on behalf of the individual. <p>NOTE: Participation in direct rent payments is voluntary, requiring the individual's agreement.</p> <ul style="list-style-type: none"> • The actual amount of rent is paid to the vendor and deducted from the individual's grant. • The balance of the grant amount is paid separately to the individual.
<p>GR 44-304.2 - Vendor</p>	<p><u>Who is the vendor?</u></p> <p>The vendor is the person providing the housing need, such as the landlord, hotels, L.A. City Housing Authority, and other housing providers. A direct rent payment agreement is voluntary and the direct rent payment amount is deducted from the individual's GR grant.</p>

GR 44-304.3 - Verification	<p><u>What verification is needed for money management cases?</u></p> <p>The PA 473, Request to Pay Room & Board/Rent/Dormitory by Vendor Payment - General Relief Money Management Case, an out of drawer form) is used to request vendor payment for money management cases. It is required to document the individual's request and agreement for direct rent vendor payment. The vendor/vendor representative may assist the individual in completing the agreement form.</p>
GR 44-304.4 - Processing Direct Rent	<p><u>How are requests for direct rent vendor payment processed?</u></p> <p>Upon receipt of the verbal or written request for direct rent vendor payment from the individual/vendor:</p> <ul style="list-style-type: none"> • The individual and vendor are advised that direct rent payment agreement is voluntary and that the direct rent payment amount will be deducted from the GR grant. • The PA 473 is mailed for the individual to complete, sign, and date. • Upon receipt of the completed agreement form, the vendor payment and grant deduction budgeting are coordinated to prevent overlap f benefits issuance.
GR 44-304.5 - How are Vendor Payments Issued	<p><u>Once the vendor payment is set up on LEADER, how are the payments issued?</u></p> <ul style="list-style-type: none"> • Vendor payments for Board & Care (B&C), Room & Board (R&B), and direct rent are issued through the Benefit Issuance Section. • Payments are made <u>after</u> the monthly the individual resided in the facility. • Invoices are mailed to the vendors for completion. • After the completed invoice is returned to the Benefit Issuance Section, payment is mailed to the vendor.
GR 44-304.6 - Notifying	<p><u>How is the vendor notified of approval/change</u></p>

<p>Vendor</p>	<p><u>actions?</u></p> <p>The ABP 100, Notice Regarding Rent/R&B/Board & Care/Dormitory Rate, (a LEADER generated form) is sent to notify the vendor of approval or changes, the amounts, and effective dates. This process is automated on LEADER.</p>
<p>GR 44-304.7 - Canceling Vendor Payments</p>	<p><u>How are vendor payments for R&B, B&C and direct rent cancelled?</u></p> <p>When notified (verbally or in writing) that the individual no longer resides at the vendor address, the living arrangement is changed to the new arrangement, (living alone, shared housing, etc.). This cancels the vendor payment. A PA 165, Board & Care/Rent Cancellation, (an out of drawer form) is sent to the vendor.</p>
<p>GR 44-304.8 - Board & Care Payments</p>	<p><u>How are B&C payments made?</u></p> <p>Refer to GR 45-100 Board & Care for details.</p>
<p>GR 44-304.9 - Room & Board Vendor Payment</p>	<p><u>When is R&B paid by vendor payment?</u></p> <p>R&B is paid by vendor payment when:</p> <ul style="list-style-type: none"> • The individual requests direct rent payment. • It is determined that a money management problem exists. <p>Refer to GR 44-204 for details on Money Management.</p> <ul style="list-style-type: none"> • A B&C facility's license renewal is pending. (Vendor payments are limited to three months.) <p>Refer to GR 45-100 Board & Care for details on B&C.</p>
<p>GR 44-304.10 - Amount Issued for Room & Board</p>	<p><u>How much money is issued for R&B?</u></p> <p>The R&B rate is the actual amount of the R&B, not to exceed the amount specified in the Basic Budget Table.</p> <p>Refer to GR 44-201 for the Basic Budget Table.</p> <p>NOTE: R&B is not paid for any period before the date of application.</p>

<p>GR 44-304.11 - Individual Receives Cash Benefits</p>	<p><u>When R&B is paid via vendor payment, does the individual receive any benefits?</u></p> <p>Yes, the personal and incidental needs and clothing allowance are issued to the individual.</p>
<p>GR 44-304.12 - Setting Up Room & Board</p>	<p><u>How is R&B vendor payment set up on LEADER?</u></p> <p>Link to be added in the future.</p>
<p>GR 44-304.13 - Individual Dies</p>	<p><u>Is a vendor payment made if the individual dies before the vendor payment is sent?</u></p> <p>Yes, if an individual dies before receiving benefits and vendor payments have been requested for rent only or rent and food, the payment is made to the facility for rent/food for the month in which the death occurred.</p>
<p>GR 44-305 - Benefits Mailed</p>	<p><u>Can GR benefits be mailed to the individual?</u></p> <p>Yes, in rare situations, benefits are mailed to individuals.</p> <p>Refer to EBT 16-325 for details.</p> <ul style="list-style-type: none"> • GR benefits must be mailed to the individual's residence address inside Los Angeles County, including Catalina Island and the Northwest area. A Commercial Mail Receiving Agency (CMRA) or Mail Drop address may not be used for mail issuances. • Individuals cannot use a mailing address outside of the County. • Homeless individuals using the district office mailing address cannot have benefits mailed.
<p>GR 44-306 - Money Management</p>	
<p>GR 44-306.1 - Definition</p>	<p><u>What is a money management problem?</u></p> <p>A money management problem exists when there is evidence that an individual does not use the GR grant to pay rent/R&B. Evidence of a money management problem may be either of the following:</p>

	<ul style="list-style-type: none"> • A written notice of eviction (e.g., Notice to Quit) for a second time within a six-month period, not necessarily by the same landlord/provider, for non-payment or • Court enforced eviction for a second time within a six-month period, not necessarily by the same landlord/provider, for non-payment.
GR 44-306.2 - Decision for Money Management	<p><u>Who makes the decision that a money management problem exists?</u></p> <p>The decision of whether a case is a money management problem is made at the level of Deputy District Director (DDD) or higher.</p>
GR 44-306.3 - Verification	<p>Verification: The decision made by the DDD or higher is recorded on the PA 473. A copy of the eviction notice form the landlord/provider is attached to the PA 473.</p>
GR 44-306.4 - Money Management on LEADER	<p><u>How is a vendor payment for Money Management set up on LEADER?</u></p> <p>Link to be added in the future.</p>
GR 44-306.5 - Review of Money Management Cases	<p><u>How often are money management cases re-evaluated?</u></p> <p>Money management cases are re-evaluated at each annual agreement.</p>
GR 44-307 - Effective Date of Aid	
GR 44-307.1 - Determining Effective Date of Aid	<p><u>How is the effective date of aid determined?</u></p> <p>The effective date of aid is either of the following, <u>whichever is later:</u></p> <ul style="list-style-type: none"> • The date the individual first contacts the District to request GR, or • Eligibility to GR is established (which can be prior to the date of verification). <p><u>EXAMPLE:</u></p> <p>An application is made on April 1 by an individual with \$57 in the bank. The individual spends \$7 on</p>

	<p>April bringing the account balance down to \$50. The new balance of \$50 is verified on April 20. The effective date of aid is April 3 (the date the individual first met eligibility criteria but prior to the date of verification).</p>
<p>GR 44-307.2 - Effective Date Different from Application Date</p>	<p><u>Can the effective date of aid be different from the date the application is signed?</u></p> <p>Yes; however, if the effective date of aid is different from the date the application is signed, the date and reason must be specified in Case Comments.</p> <p><u>EXAMPLE:</u></p> <p>An individual applies for GR on May 1. There is not an emergency need and the individual cannot wait to be interviewed but returns the next day, May 2. The effective date of aid is May 1 although the application is signed on May 2. Case Comments are annotated “Date of first contact May 1”. Since the individual was unable to wait to be interviewed, the application was signed May 2. The effective date of aid is May 1.</p>
<p>GR 44-307.3 - Approval of Aid</p>	<p><u>Who approves aid for GR cases?</u></p> <p>The Eligibility Supervisor (ES) has authority to approve aid payments except in the following instances, which require approval by the DDD:</p> <ul style="list-style-type: none"> • When aid is approved prior to the date of application, • Aid is approved more than 90 days after the beginning date of aid, or • When aid is rescinded following an erroneous termination.
<p>GR 44-308 - Changes in Payment Amount</p>	
<p>GR 44-308.1 - Changes in Household Size or Number Aided</p>	<p><u>When are changes in household size and/or number aided made?</u></p> <ul style="list-style-type: none"> • <u>Increase in Aid</u> <p>Any change in household size and/or number aided that increases the amount of aid is made</p>

	<p>effective the day the household change occurs.</p> <ul style="list-style-type: none"> • <u>Decrease in Aid</u> <p>Any change in household size and/or number aided that decreases the amount of aid is made effective the first of the following month.</p>
<p>GR 44-308.2 - Changes in Income</p>	<p><u>When are changes in income made?</u></p> <p>Refer to GR 44-100 Income for treatment of income.</p>
<p>GR 44-308.3 - Changes in Special Need Payments</p>	<p><u>When are changes in special need payments made?</u></p> <ul style="list-style-type: none"> • <u>Increase in Aid</u> <p>When a special need item will increase the amount of aid, the change is effective the day the individual requests the item.</p> <ul style="list-style-type: none"> • <u>Decrease in Aid</u> <p>When a change in a special need item will decrease the amount of aid, the change is effective the first of the following month.</p>
<p>GR 44-308.4 - Changes for Individuals in a Facility</p>	<p><u>When are changes made for an individual in a facility?</u></p> <ul style="list-style-type: none"> • <u>Medical Facility</u> <p>Refer to GR 44-217 for details on individuals entering a medical facility such as a hospital, nursing home, or immediate care facility.</p> <ul style="list-style-type: none"> • <u>B&C Facility</u> <p>Refer to GR 45-100 Board & Care for details.</p> <ul style="list-style-type: none"> • <u>Dormitory Facility</u> <p>Refer to GR 44-213 for details on payment of dormitory rates.</p> <ul style="list-style-type: none"> • <u>R&B Facility</u> <p>Refer to GR 44-212 for details on payment of R&B rates.</p>

GR 44-308.5 - Changes in In-kind and Vendor Payments	
GR 44-308.6 - Reduction in Aid	<p><u>When are changes of in-kind and vendor payments made?</u></p> <p>In-kind and vendor payments are reduced effective the day of the change.</p>
GR 44-308.7 - Changes - Individual Receives CalWORKs, etc.	<p><u>When are changes made when the individual receives CalWORKs, CAPI, RCA, or SSI/SSP?</u></p> <p>Refer to GR 40-106 for information on ensuring there is no break in aid.</p>
GR 44-309 - Overpayments	
GR 44-309.1 - Definition	<p><u>What is an overpayment?</u></p> <p>An overpayment occurs when:</p> <ul style="list-style-type: none"> • An individual was not eligible to the GR grant because eligibility requirements were not met on the first of the month for which the payment was made. • An individual is eligible but the amount of payment was more than the individual was eligible to that month.
GR 44-309.2 - When Overpayments Occur	<p><u>What are some of the instance when overpayments occur?</u></p> <p>Overpayment may occur in the following situations:</p> <ul style="list-style-type: none"> • Individual did not report a change in time for correct amount of aid to be issued in the affected month(s). • The change was reported, but the grant was not adjusted by the Worker. • Incorrect payment <u>methods</u>, such as; an amount is issued in excess of the authorized amount due to a computer malfunction, clerical error, etc., the individual was erroneously aided on more than one aid program; incorrect GROW work related expense issuance as noted on the ABP 296, GROW Notification of

	Change (an out of drawer form), etc.
<p>GR 44-309.3 - Adjustment of Overpayment</p>	<p><u>How are overpayment adjusted?</u></p> <p>Overpayments are adjusted by either:</p> <ul style="list-style-type: none"> • A reduction in the individual’s grant, or • Termination of GR and a period of ineligibility, or • For overpayments discovered after termination, the period of ineligibility adjustment begins the month following the date of discovery. • A cash collection. • When an individual is time-limited, and an overpayment is discovered that results in a period of ineligibility, the overpayment and time-limits will run concurrently. <p>EXAMPLE:</p> <p>A participant is time limited effective August 1, 2011 through October 31, 2011. On August 4, 2011, the EW received an IEVS match showing the individual received DIB from February 1, 2011 through July 31, 2011. The participant failed to report the DIB income, which resulted in a participant error overpayment. The participant was overpaid GR in the amount of \$1,105. Since the overpayment was discovered in August, the claim is created and the adjustment begins September 2011 and ends January 2012. During the months of September and October 2011, time limits and the overpayment adjustment will run concurrently (at the same time).</p> <p>NOTE: When a system claim is generated, the NOA is automated on LEADER. The appropriate NOA must be completed by the Worker for manually computed overpayments.</p> <p>Refer to GR 44-400 Notices of Action and Hearings for details.</p> <p style="text-align: right;">11/23/11</p>
<p>GR 44-309.4 - Administrative Error</p>	<p><u>What needs to be done when an administrative error caused the overpayment (individual met the reporting responsibility)?</u></p>

	<p>For administrative overpayments:</p> <ul style="list-style-type: none"> • Action to prevent any further overpayment is taken. • The overpayment is collected, by LEADER, by deducting a maximum of 10% of the grant or by \$10 per month, whichever is greater. • The overpayment is collected until it has been fully recovered. <p><u>EXAMPLE:</u></p> <p>On May 10, an individual reports a \$30 increase in VA pension. Due to administrative error, the income adjustment was not made until August 10.</p> <p>The total overpayment is \$90 (\$30 in June, \$30 in July and \$30 in August). The amount adjusted monthly is:</p> <table data-bbox="711 909 1214 1125"> <tr> <td>September</td> <td>\$22.10 (10% of \$221)</td> </tr> <tr> <td>October</td> <td>\$22.10 (10% of \$221)</td> </tr> <tr> <td>November</td> <td>\$22.10 (10% of \$221)</td> </tr> <tr> <td>December</td> <td>\$22.10 (10% of \$221)</td> </tr> <tr> <td>January</td> <td><u>\$ 1.60 (Balance)</u></td> </tr> <tr> <td>TOTAL</td> <td>\$90.00</td> </tr> </table> <p>NOTE: Overpayments for NSA cases are always adjusted by 10% or \$10, whichever is greater.</p> <p>Refer to WA No. 53 Collecting Overpayments on GR Cases that were formerly NSA for LEADER procedures for collecting overpayments for NSA individuals.</p>	September	\$22.10 (10% of \$221)	October	\$22.10 (10% of \$221)	November	\$22.10 (10% of \$221)	December	\$22.10 (10% of \$221)	January	<u>\$ 1.60 (Balance)</u>	TOTAL	\$90.00
September	\$22.10 (10% of \$221)												
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December	\$22.10 (10% of \$221)												
January	<u>\$ 1.60 (Balance)</u>												
TOTAL	\$90.00												
<p>GR 44-309.5 – Manually Computing an Overpayment</p>	<p><u>If the overpayment must be computed manually, is there a format to follow?</u></p> <p>Yes, when an overpayment must be computed manually, (the overpayment was created prior to LEADER or when a system claim cannot be created) a PA 574, General Relief Overpayment Computation Worksheet, (an out of drawer form) is completed and a manual claim is established on LEADER for both administrative error and individuals not meeting their reporting responsibilities.</p>												

	<p>NOTE: The ABP 574-1, General Relief Overpayment Computation Worksheet – Supplement, (an out of drawer form) is used if additional spaces for the computation and recovery plan are needed.</p>
<p>GR 44-309.6 – Individual Did NOT Meet Reporting Responsibility</p>	<p><u>What needs to be done when an overpayment occurs because an individual did NOT meet the reporting responsibility?</u></p> <ul style="list-style-type: none"> • Action is taken to prevent any further overpayment. • The overpayment is collected to the fullest extent possible (up to the full grant amount, if necessary) and in the shortest time possible. • Determine the period of ineligibility (POI) by dividing the total overpayment by the grant, or for 24 months following the date of discovery, whichever occurs first. • If the overpayment equals two month’s grant or less: A NOA is sent to the individual. Aid is zeroed out, and/or reduced the month following the date of discovery. The individual may not receive GR until the end of the POI. • If the overpayment is greater than two month’s grant: A NOA is sent to the individual. Aid is terminated. The POI begins the month following the termination and the individual may not receive GR until the end of the POI. For overpayments discovered after termination, the adjustment/POI begins the month following the date of discovery. As appropriate, the case is referred for special investigation. <p><u>EXAMPLE:</u></p> <p>The individual’s grant is \$221. Beginning</p>

	<p>September 1, the individual received \$250 a month in UIB. On December 31, the Eligibility Worker discovers the unreported income; the individual was overpaid \$884 from October through January (\$221 per month).</p> <p>The individual should have reported the income within five calendar days of receiving the UIB. LEADER will generate a claim from October through January. The \$250 UIB income exceeded the \$221 grant. This means there was no eligibility for the months of October, November, December, and January. The case is terminated effective January 31, with a 10 day notice</p> <p>NOTE: Overpayments for NSA cases are always adjusted by 10% or \$10, whichever is greater.</p>
<p>GR 44-309.7 – Manually Computing An Overpayment</p>	<p><u>If the overpayment must be computed manually, is there a process to follow?</u></p> <p>Yes, when an overpayment must be computed manually, a PA 574, General Relief Overpayment Computation Worksheet, (an out of drawer form) is completed and a manual claim is established on LEADER for both administrative error and individuals not meeting their reporting responsibilities.</p> <p>For overpayments discovered on an:</p> <ul style="list-style-type: none"> • Approved case, the reduction or termination begins the month following the date of discovery on LEADER. • Terminated case, the EW manually completes the appropriate NOA, the period of ineligibility begins the month following the date of discovery. <p>NOTE: See LEADER Build #190, dated 4/28/06, for instructions regarding manual adjustments and manual GR – POI's.</p> <p>EXAMPLE:</p> <p>The participant's case was terminated effective September 30, 2004, for failure to provide the</p>

	<p>QR7. On January 5, 2005, the EW discovered through an IEVS match, that the individual has income that exceeded the GR eligibility limit in January 2004. The individual is still receiving the income. The individual should have reported this change by January 10, 2004, and the case terminated due to financial ineligibility effective January 31, 2004. The EW manually completes the PA 574, determining that the individual was ineligible from February 2004 through September 30, 2004, and then enters the claim information on LEADER. A period of ineligibility is established for eight months, beginning February 2005, through September 2005. A manual NOA is completed and mailed to the individual.</p> <p>NOTE: In determining an overpayment resulting from failure to report income, the Earned Income Disregard (ID) must be allowed.</p>
<p>GR 44-309.8 – Knowledge of Reporting Responsibility</p>	<p><u>Are individuals presumed to know their reporting responsibilities?</u></p> <p>Yes, an individual is presumed to know the provisions for eligibility and reporting responsibility and to reasonably understand these provisions, unless evidence to the contrary is presented.</p> <p>Refer to GR 40-104 for additional details on reporting responsibilities.</p> <p>Also, an individual is presumed to know of changes in income, needs, resources, and other circumstances affecting his/her individual situation, unless evidence to the contrary is presented.</p>
<p>GR 44-309.9 – Meeting Reporting Responsibility</p>	<p><u>How is the reporting responsibility met?</u></p> <p>An individual meets the reporting responsibility when making an accurate and complete report of all facts that have an effect on their eligibility/grant within five (5) calendar days of his learning of the event (receipt of income, change in need, etc.) affecting grant or eligibility.</p>
<p>GR 44-309.10 – Reporting Responsibility Not Met</p>	<p><u>When are the reporting responsibilities NOT met?</u></p> <p>An individual fails to meet the reporting responsibility if the individual has been informed of</p>

	<p>the responsibilities and, knowingly, fails to report facts that have an effect on eligibility/grant.</p> <p>Refer to GR 40-104 for additional details on reporting responsibilities.</p>
<p>GR 44-309.11 – Preventing Overpayments</p>	<p><u>How can overpayments be prevented?</u></p> <p>To prevent overpayments it is important that:</p> <ul style="list-style-type: none"> • Individuals receive regular, complete explanations regarding methods of grant computation, factors which may cause ineligibility or overpayment, and their responsibility to report any changes immediately (within five calendar days). • Prompt, appropriate action is taken following any reported change that may affect eligibility or amount of grant.
<p>GR 44-309.12 – Suspicion of Fraud</p>	<p><u>What needs to be done if there is a suspicion of fraud but there is no irrefutable evidence?</u></p> <p>If there is no irrefutable evidence:</p> <ul style="list-style-type: none"> • No action is taken to deny, terminate, or reduce the grant. • The case is referred for fraud investigation. <p>See DPSS Operations Handbook, Section 20-000 for criteria and procedures for investigation.</p>
<p>GR 44-309.13 – In-Kind and Vendor Overpayments</p>	<p><u>How are in-kind rent and vendor B&C overpayments handled?</u></p> <p>Vendor overpayments are handled by the Special Operations Section (SOS).</p>
<p>GR 44-309.14 – Disputing an Overpayment</p>	<p><u>What needs to be done when an individual disputes the overpayment?</u></p> <ul style="list-style-type: none"> • A review is conducted to ensure an overpayment occurred and that the collection is proper. • It is important that proper documentation/verification supporting the overpayment is in the case record.

	<ul style="list-style-type: none"> • If there is proper documentation/verification to substantiate the overpayment, the collection continues. • If information is not available in the case record or supporting documentation/verification is in storage, the information must be retrieved. • When the overpayment cannot be substantiated, any adjustment must be rescinded. • Pending receipt of the information needed to conduct a review, recovery of the disputed overpayment is discontinued. • Only in situations in which the district has the case documents readily available for review should recovery continue.
<p>GR 44-309.15 – Overpayments Identified by A-C</p>	<p><u>When are overpayments identified by the A-C (Auditor-Controller)?</u></p> <ul style="list-style-type: none"> • Cases involving duplicate issuances in which the individual <u>did not meet</u> reporting responsibilities are identified by the A-C. The A-C establishes a claim on LEADER if duplicate issuances have occurred. • Occasionally, an individual receives a duplicate issuance for the same accrual period through administrative error. The A-C establishes a claim on LEADER for these cases.
<p>GR 44-309.16 – Disputes an Overpayment Identified by the A-C</p>	<p><u>What happens when an individual disputes/challenges an overpayment which has been identified by the A-C?</u></p> <p>When an individual disputes/challenges an overpayment identified by the A-C, the A-C reviews the records and provides information to substantiate that an overpayment occurred.</p>
<p>GR 44-310 – Collectible Aid</p>	
<p>GR 44-310.1 – Repaying Aid</p>	<p><u>Is an individual responsible for repaying GR?</u></p> <p>Yes, all GR issued is repayable except for:</p> <ul style="list-style-type: none"> • GR credited for working on a County Workfare

	<p>Project, and</p> <ul style="list-style-type: none"> GR that is repaid through the Interim Assistance Program (IAP). <p>NOTE: If SSI is the only source of income, and IAR has been collected, an overpayment shall not be collected.</p>
<p>GR 44-310.2 – Referrals for Collection</p>	<p><u>When are referrals for collection required?</u></p> <p>Terminated (not denied) cases are referred for collection with an ABP 495, Request for Collection, (an out of drawer form) whenever more than \$50 in GR issuance is owed and one of the following applies:</p> <ul style="list-style-type: none"> The individual acquired sudden wealth. This includes, but is <u>not limited</u> to, money received from settlement resulting from Lottery winnings, court action, liability insurance, inheritance, and lump sum payment from VA and RSDHI. The individual found employment. This includes, <u>but is not limited</u> to, employment found through the efforts of the individual, DPSS, EDD, or MSARP. Personal property exceeds limits. This includes personal property, excluding the individual’s vehicle, boat or trailer used as a home which exceeds GR standards. SSI Approved. An ABP 495 is initiated only when the participant received the initial (retroactive) SSI check directly from SSA. Real property exceeds GR limits. Refer to GR 42-200 Property for details on property limits. The individual signed a lien on real property. An ABP 495 is initiated on <u>all terminated cases where a lien has been taken on real property holdings regardless of the reason for termination.</u> All Sponsored Alien cases. Refer to GR 43-205.6 and GR 43-205.7 for

	<p>details on referring Sponsored Alien cases for collection.</p> <p>NOTE: Cases denied GR are not referred for collection.</p>
GR 44-310.3 – Processing the ABP 495	<p><u>What happens with the ABP 495?</u></p> <p>The ABP 495 is forwarded to the district collection liaison, (GR DDD or designate) who enters the information on the ABP 510, General Relief Collection Referral Log (an out of drawer form). The ABP 495 and case are sent to SOS and controlled according to the instructions on the ABP 510.</p>
GR 44-310.4 – Reapplication	<p><u>If an individual re-applies after termination for the reasons listed above, what needs to be done?</u></p> <ul style="list-style-type: none"> • When an application is denied on a case that received aid on a prior application, the case is reviewed to determine if an ABP 495 should have been completed based on the prior amount of aid. • If an ABP 495 was required but not completed, an ABP 495 is completed.
GR 44-310.5 – Treasurer and Tax Collector	<p><u>Does the Special Operations Section send cases to the Treasurer and Tax Collector (TTC) for collection?</u></p> <p>Yes, overpayment information is forwarded to the TTC where accounts are maintained for payment of GR.</p>
GR 44-310.6 – Repaying GR at the TTC	<p><u>Are individuals referred to the TTC if they wish to make a payment on their collectable aid?</u></p> <p>Yes, individuals are referred to the TTC to make payment unless the case is still in the district office; however, if the individual wants to make the payment in the district office, it is not to be refused.</p>
GR 44-310.7 – Repaying GR in the District	<p><u>How are repayments received in the district handled?</u></p> <p>For procedures on handling funds collected in the district office, refer to Section 23-104 of the DPSS Operations Handbook.</p>

GR 44-400 NOTICES OF ACTION AND HEARINGS

Table of Contents

GR 44-401 – Right to a Hearing

- GR 44-401.1 Exceptions
- GR 44-401.2 Denial
- GR 44-401.3 Duplicate Filing
- GR 44-401.4 Notification of Duplicate Filing

GR 44-402 NOA – Time Frame and Content

- GR 44-402.1 NOA Time Frame
- GR 44-402.2 Content of NOA
- GR 44-402.3 Kinds of NOAs

GR 44-403 – Hearing Dates

- GR 44-403.1 Individual Misses Hearing
- GR 44-403.2 Rescheduled Hearings Individual's Request
- GR 44-403.3 Rescheduled Hearings County's Request
- GR 44-403.4 Continuance
- GR 44-403.5 GROW Hearings
- GR 44-403.6 GROW Hearings in GR Districts

GR 44-404 – Individual's Rights

- GR 44-404.1 Individual's Right to Examine Case Record
- GR 44-404.2 Documents Reviewed
- GR 44-404.3 Documents NOT Reviewed
- GR 44-404.4 Present at Hearing
- GR 44-404.5 Confidentiality
- GR 44-404.6 Representation at the Hearing
- GR 44-404.7 Witness at Hearing
- GR 44-404.8 Duplicate Filing
- GR 44-404.9 Sanctions not Applied to NSA Cases

GR 44-405 – Hearing Officer

- GR 44-405.1 Who Conducts Hearings
- GR 44-405.2 Prior to Hearings
- GR 44-405.3 Hearing Log
- GR 44-405.4 Conducting Hearings
- GR 44-405.5 Good Cause Determination
- GR 44-405.6 Employable
- GR 44-405.7 MSARP

GR 44-406 – Hearing Decision

- GR 44-406.1 Hearing Decision
- GR 44-406.2 Aid Rescinded
- GR 44-406.3 Jail Match

GR 44-406.4 Results of Fingerprinting
GR 44-406.5 Non-Receipt/Incomplete QR 7
GR 44-406.6 Multiple Non-compliance Issues
GR 44-406.7 Sanctions
GR 44-406.8 Sanctions for NSA cases

GR 44-407 – Duplicate Filing

GR 44-407.1 Sanctions for Duplicate Filing
GR 44-407.2 Hearing

GR 44-408 – ABP 1768, Notice of Hearing Decision

GR 44-409 – Reversal of Initial Decision

GR 44-410 – Right to a Timely Payment Following the Hearing Decision

GR 44-410.1 Decision Reversed
GR 44-410.2 Hearing Continued

GR 44-411 – Extended Suspend

GR 44-411.1 Definition
GR 44-411.2 QR 7
GR 44-411.3 Multiple Issues of Non-compliance
GR 44-411.4 When to Rescind Aid
GR 44-411.5 Rescind Aid For Homeless

GR 44-400 Notices of Action and Hearings

<p>GR 44-401 Right to a Hearing</p>	<p><u>Who has a right to a hearing?</u></p> <p>Whenever aid is to be terminated or reduced, the individual has the right to a hearing, except as listed below.</p>
<p>GR 44-401.1 Exceptions</p>	<p><u>What are the exceptions to a right to a hearing?</u></p> <p>The exceptions are:</p> <ul style="list-style-type: none"> • The individual states in writing on a PA 1771, Client Agrees to Termination/Reduction of General Relief Payments (an out of drawer form), that the right to a hearing is waived. • The reason for termination is: <ul style="list-style-type: none"> ➤ death, ➤ eligibility to another public assistance program (e.g., SSI, CAPI, CalWORKs, etc.), ➤ entry into an ineligible institution (e.g., jail). • The reason for reduction is deletion or change in any Special Need Allowance.
<p>GR 44-401.2 Denial</p>	<p><u>When an application is denied, is the individual entitled to a hearing?</u></p> <p>No, except in the case of duplicate filings as noted below. All other individuals who are denied and wish to appeal their denial are advised of the complaint process.</p> <p>Refer to GR 40-103.5 for information on the complaint process.</p>
<p>GR 44-401.3 Duplicate Filing</p>	<p><u>Are individuals who are being denied/terminated for duplicate filing entitled to a hearing?</u></p> <p>Yes, individuals accused of duplicate filing are entitled to a hearing prior to adverse sanction action. This applies to <u>denials</u> and terminations. <u>Denial hearings are scheduled manually.</u></p>
<p>GR 44-401.4 Notification of Duplicate Filing</p>	<p><u>How is the Worker notified of duplicate filing?</u></p> <p>The Welfare Fraud Prevention and Investigation</p>

	<p>(WFP&I) Early Fraud Investigators (EFI) notify the Worker of a fraud match, multiple aid fraud, and/or duplicate filing findings per existing procedures outlined in DPSS Operations Handbook, Section 20-011.</p>
<p>GR 44-402 NOA Time Frame and Content</p>	
<p>GR 44-402.1 NOA Time Frame</p>	<p><u>What are the time frames for sending NOAs?</u></p> <p>All GR termination and reduction NOAs must be completed as soon as possible prior to the adverse action and mailed to the individual <u>at least nine calendar days prior to the hearing date</u>. LEADER is programmed to compute the time frame for LEADER generated forms.</p> <p>The date in the upper right-hand corner of the manually prepared free form NOA must be the date the notice is placed in the U.S. mail. The LEADER calendar contains mailing dates.</p> <p>All ABP 898-16 related hearings are automatically scheduled by LEADER for the last workday of the month at 10:00 a.m.</p> <p>All QR 7 related hearings are automatically scheduled by LEADER for the first workday of the month at 9:00 a.m.</p>
<p>GR 402.2 Content of NOA</p>	<p><u>What needs to be in the NOA?</u></p> <p>The NOA must contain all of the following information:</p> <ul style="list-style-type: none"> • The effective date of termination/reduction. • If a reduction, the reduced amount. • A statement of all circumstances/facts that justify the action. • The GR regulations section that is the basis for the action. • A summary of the regulations. • The time, place, and date of the hearing. • Legal Aid office name, address, and telephone

	<p>number.</p> <ul style="list-style-type: none"> • The period of ineligibility when the termination involves a penalty. • 0/30/60 days for employable/GROW or MSARP sanction. • Six months/12 months/permanent for duplicate filing or welfare fraud conviction when the termination involves a penalty. The penalty for applying for duplicate GR will be added to any other penalty imposed. • The date the individual may reapply, if terminated for time limits. <p>NOTE: LEADER is programmed to provide the above information on LEADER generated NOAs. Workers must ensure all the information is on free form notices.</p>
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<p>GR 44-402.3 Kinds of NOAs</p>	<p><u>Are there different kinds of NOAs?</u></p> <p>Yes, there are several kinds of NOAs:</p> <p><u>Automated NOAs</u></p> <ul style="list-style-type: none"> • ABP 4023-A, for approvals • ABP 4023-C-INC, for reduction due to income changes • ABP 4023-D, for denial actions • ABP 4023-T, for terminations • ABP 4023-D-INC, for denials due to income • ABP 4023-T-INC, for terminations due to income. <p><u>Manual NOAs</u></p> <ul style="list-style-type: none"> • NOA-FF-GR is used when it is necessary to complete a manual NOA. • A 1773-2, Notice of Action – General Relief Duplicate Application, is used to advise the individual of sanction for duplicate filing. • ABP 4023-4, General Relief Notice of Action, is
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	<p>used to advise the individual that the application/grant is denied/terminated because of invalid job search requirements.</p>
<p>GR 44-203 Hearing Dates</p>	
<p>GR 44-403.1 Individual Misses Hearing</p>	<p><u>What happens when an individual misses a hearing?</u></p> <ul style="list-style-type: none"> • Affidavits are provided to individuals who indicate they missed their hearing because of delayed or non-receipt of a NOA. <p>NOTE: If the hearing was missed for another reason, the non-compliance issue can still be resolved any time during extended suspend.</p> <p>Refer to GR 44-411 for details on extended suspend.</p> <ul style="list-style-type: none"> • Affidavits are accepted up to the last day of the extended suspend period (the third Thursday following the effective date of termination). • Upon submission of such an affidavit, a hearing is held on the same or next working day. • When either of these dates is inconvenient for the individual, another mutually acceptable hearing date is scheduled. This date must fall within five calendar days of the affidavit submission and on or before the last day of the extended suspend period. <p>NOTE: Hearings are <u>not</u> held after the last day of the extended suspend period.</p> <ul style="list-style-type: none"> • Same-day hearings must be held when: <p>An affidavit is submitted on the last day of the extended suspend period.</p> <p>QR 7 is complete/submitted and the individual is homeless/threatened with homelessness.</p> • Benefits are reinstated without penalty or proration when issues are resolved or good cause is established.

	<ul style="list-style-type: none"> • Benefits must be issued on-line the same day for individuals who have resolved all outstanding non-compliance issues and are homeless and or threatened with homelessness.
<p>GR 44-403.2 Rescheduled Hearings Individual's Request</p>	<p><u>When are hearings rescheduled when requested by the individual?</u></p> <p>The hearing is rescheduled when an individual advises the Worker in advance of the hearing of not being able to attend the hearing for a legitimate reason.</p> <ul style="list-style-type: none"> • The hearing is rescheduled to a mutually acceptable date that falls before the individual's next stagger date (when possible), provided this date falls on or before the last date of the extended suspend. • If it is not possible to reschedule the hearing before the next stagger date, the hearing is scheduled within one week of the request to reschedule. • If the individual advises the Worker in advance of not being able to attend the rescheduled hearing, for a legitimate reason, it can be rescheduled again. The second reschedule must be within the week of the original request to reschedule. • No benefits can be issued pending resolution of the hearing issue. • When good cause is determined, benefits are increased/rescinded without penalty or proration. <p>Refer to GR Hearings for LEADER procedures on rescheduling hearings.</p>
<p>GR 44-403.3 Rescheduled Hearings County's Request</p>	<p><u>When are hearings rescheduled at the county's request?</u></p> <p>When the hearing is rescheduled by the County to a date on or after the individual's stagger date, aid is not reduced or suspended pending the hearing.</p> <p>If aid has already been reduced/suspended, benefits must be increased/rescinded, without penalty or proration and be available on the individual's stagger date.</p>

	<p>Refer to GR Hearings for LEADER procedures for rescheduled hearings.</p>
<p>GR 44-403.4 Continuance</p>	<p><u>What needs to be done for a continuance?</u></p> <p>If a hearing in progress is continued, the “Continuance” section of the ABP 1768, Notice of Hearing Decision – General Relief, (an out of drawer form) must be completed, specifying:</p> <ul style="list-style-type: none"> • What the individual must do or provide before the hearing can be rescinded, and • The deadline by which the requested information must be provided. <p>If the instructions in the “Continuance” section of the ABP 1768 are not followed, a new ABP 1768 must be prepared reflecting the available evidence.</p> <p>Refer to GR Hearings for LEADER procedures for continuances.</p>
<p>GR 44-403.5 GROW Hearings</p>	<p><u>Who conducts the GROW Hearing?</u></p> <p>GROW hearings are conducted by GROW Hearing Officers at the level of GAIN Services Supervisor (GSS) or above.</p> <p style="text-align: right;">3/25/2013</p>
<p>GR 44-403.6 GROW Hearings in GR Districts</p>	<p><u>How are GROW hearings conducted in the GR District Office for satellite GROW sites?</u></p> <p>GROW hearings must be conducted at the level of GAIN Services Supervisor (GSS) or above. When an individual appears in the district office to resolve GROW non-compliance issues and the GROW staff is off-site, the District Management staff can facilitate the GROW Hearing by exercising any on the following options:</p> <ol style="list-style-type: none"> 1. The GROW Hearing can be conducted via telephone with the GROW Hearing Officer at the GROW site. District Management staff must provide the participant access to a telephone to conduct the hearing with a GROW Hearing Officer at the satellite site. 2. The GROW Hearing can be conducted by the Deputy District Director or above. 3. The GAIN Services Supervisor (GSS) can travel to the GR District Office to conduct the hearing.

	<p>If the Deputy District Director (DDD) or above conducts the hearing, the DDD must complete the ABP 296, Notification of Change and immediately fax the ABP 296 to the GROW Hearing Officer for processing.</p> <p style="text-align: right;">3/25/2013</p>
GR 44-404 Individual's Rights	
GR 44-404.1 Individual's Right to Examine Case Record	<p><u>Are individuals permitted to examine their case record?</u></p> <p>Yes, an individual and or/ representative is permitted to examine <u>some</u> of the documents in the case record.</p>
GR 44-404.2 Documents Reviewed	<p><u>What documents may be reviewed?</u></p> <p>Documents given to the individual by the department and/or documents given to the department by the individual may be reviewed, including:</p> <ul style="list-style-type: none"> • District prepared NOAs. • Appointment notices for contracted employability screenings. • Rent receipts. • ABP 85, Employer Contacts. • GROW notices.
GR 44-404.3 Documents NOT Reviewed	<p><u>What documents may NOT be reviewed?</u></p> <p>The following documents may NOT be reviewed:</p> <ul style="list-style-type: none"> • Previous PA 1325, Record of Eligibility Activity. • Case Comments. • Budget documents. • Fraud investigation documents. • Mental health reports. • Documents obtained from a third party (e.g., medical reports).

	<ul style="list-style-type: none"> • ABP 1168, MSARP Pre-Screening Questionnaire.
GR 44-404.4 Present at Hearing	<p><u>Who must be present at the hearing?</u></p> <p>The individual must be present. In GR family case situations involving an aided minor, either parent must be present on behalf of the aided minor child.</p>
GR 44-404.5 Confidentiality	<p><u>How is confidentiality maintained?</u></p> <p>The hearing must be conducted in a manner that ensures confidentiality.</p>
GR 44-404.6 Representation at the Hearing	<p><u>Are individuals allowed representation at the hearing?</u></p> <p>Yes, the individual has the right to be represented at a hearing by any person(s) of their choice. The individual or representative is permitted to tape record and/or take notes during the hearing.</p>
GR 44-404.7 Witness at Hearing	<p><u>May the individual bring a witness to testify on behalf of the individual?</u></p> <p>Yes.</p>
GR 44-404.8 Duplicate Filing	<p><u>What happens when an individual made an error which resulted in duplicate filing?</u></p> <p>When it is determined that an individual reapplies for GR in error (e.g., did not understand the case was suspended, etc.), the current application is denied without sanction.</p>
GR 44-404.9 Sanctions not Applied to NSA Cases	<p><u>Are sanctions applied to NSA cases?</u></p> <p>No, if an NSA individual is scheduled for a hearing for any reason, including duplicate filing, no sanction is applied.</p>
GR 44-405 Hearing Officer	
GR 44-405.1 Who Conducts Hearings	<p><u>Who conducts hearings?</u></p> <p>The hearing must be conducted by a Hearing Officer at the levels of an Eligibility Supervisor (ES) or above for General Relief (GR) eligibility hearings' or a GAIN Services Supervisor or above for a General Relief Opportunities for Work (GROW) hearing. The</p>

	<p>Hearing Officers may not be involved in the original decision to terminate or reduce aid.</p> <p>This applies to all GR Program non-compliance issues, including GROW and Supplemental Security Income Assistance Program (SSIAP).</p> <p>For hearings held at a GROW site, rather than a GR District Office, GROW Hearings must be conducted by staff, working at the level of GAIN Services Supervisor or above, who were not involved in the original decision to terminate or reduce aid.</p> <p style="text-align: right;">3/25/2013</p>
<p>GR 44-405.2 Prior to Hearings</p>	<p><u>What does the Hearing Officer need to do prior to the hearing?</u></p> <p>The case record must be reviewed by the Hearing Officer prior to the hearing to determine the appropriateness of the proposed action.</p>
<p>GR 44-405.3 Hearing Log</p>	<p><u>How does the Hearing Officer know what hearings are scheduled?</u></p> <p>A hearing log may be printed off LEADER daily.</p> <p>Refer to GR Hearings for LEADER procedures for printing the log.</p>
<p>GR 44-405.4 Conducting Hearings</p>	<p><u>How are hearings conducted?</u></p> <p>The hearing is conducted in an informal and impartial manner.</p> <ul style="list-style-type: none"> • All individuals present as the hearing are identified by name and function. For example, “I am John Johnson, the Hearing Officer. This is Mr. Leonard Leonard, Eligibility Worker. This is Mr. Thomas Thomas, GR individual.” • The issue(s) of the hearing and the GR Regulation Section number(s) are stated in simple, understandable language. The issue(s) considered at the hearing are only those indicated on the NOA. • The individual must be advised that the entire case record is being made a part of the hearing record. • The individual must be questioned to ensure understanding of the issue(s), and to determine whether good cause exists for the individual’s

	<p>actions or inactions.</p> <ul style="list-style-type: none"> • If the situation requires their presence, eligibility staff is questioned regarding the issue(s) at hand. • The individual/representative is questioned to determine whether he/she wishes to provide any witnesses or question any facts presented by the County. • Individuals/representatives are questioned to determine whether they wish to present any pertinent facts/arguments that should be considered in the hearing process. • Notes are taken on the entire process. • Upon completion of the hearing, the Hearing Officer: <ul style="list-style-type: none"> ➤ Informs the individual of the decision, if possible. ➤ Completes the ABP 1768, indicating the outcome of the hearing. See GR 44-408 below for additional information of the ABP 1768. ➤ Records the results of the hearing on LEADER in the hearing section and in Case Comments. <p style="text-align: center;">Refer to GR Hearings for LEADER instructions on recording hearing results.</p> • Returns the ABP 1768 and the case record to the Worker for processing.
<p>GR 44-405.5 Good Cause Determination</p>	<p><u>Does the Hearing Officer determine good cause?</u></p> <p>Yes, a good cause determination must be made by the Hearing Officer before aid is terminated or sanction applied for failure or refusal to comply with the employable/MSARP requirements when an individual appears at the hearing or any time during extended suspend.</p>
<p>GR 44-405.6 Employable</p>	<p><u>What is required for employable individuals?</u></p> <ul style="list-style-type: none"> • Employable individuals are considered to have good cause and are not terminated and no

	<p>sanction is imposed when the good cause criteria is met.</p> <p>Refer to GR 41-412 for details on good cause.</p> <ul style="list-style-type: none"> • The ABP 592, General Relief Good Cause Determination, (an out of drawer form) is completed even when good cause has not been found. • The decision and the reason for the decision are documented on the ABP 592.
<p>GR 44-405.7 MSARP</p>	<p><u>What are the criteria for determining good cause for MSARP issues?</u></p> <p>Good cause criteria are found on the ABP 1170, Substance Abuse Recovery Program – Good Cause Determination.</p>
<p>GR 44-406 Hearing Decisions</p>	
<p>GR 44-406.1 Hearing Decision</p>	<p><u>How is the hearing decision made?</u></p> <p>The facts presented during the hearing must be evaluated by the Hearing Officer to determine whether the intended action is correct or should be reversed. The decision is based solely on the information contained in the case record and the evidence gathered at the hearing. When the individual fails to appear for the hearing, no further notices are mailed.</p>
<p>GR 44-406.2 Aid Rescinded</p>	<p><u>When is aid rescinded?</u></p> <p>For hearings held prior to the first of the month (or rescheduled due to the County’s request), if the individual resolved the non-compliance issue at the hearing, aid is rescinded effective the first of the month following termination.</p> <p>Refer to Rescission – Procedure for LEADER instructions.</p>
<p>GR 44-406.3 Jail Match</p>	<p><u>When is aid rescinded for terminations from the Jail Match?</u></p> <p>When a case is terminated based on receipt of a FAC from WFP&I and a review of the case record and the individual subsequently responds to the</p>

	<p>NOA prior to the end of the extended suspend period:</p> <ul style="list-style-type: none"> • The individual’s jail release papers are reviewed and aid rescinded effective the date of release or the first of the month whichever is later. • If the individual is unable to provide release papers, the County of Los Angeles Sheriff’s Department Inmate Information Center is accessed via the internet at: http://pajis.lasd.org/ajis_search.cfm. • When the individual is unable to provide jail release papers or is claiming he/she was never in jail and the jail release information was not available on the Sheriff’s Inmate Information Internet site, the individual is fingerprinted.
<p>GR 44-406.4 Results of Fingerprinting</p>	<p><u>What action is needed after the individual is fingerprinted?</u></p> <ul style="list-style-type: none"> • If there is a fingerprint match, aid is rescinded effective the date the individual comes to the office or the first of the month after termination, whichever is later. • If there is NO fingerprint match, a new application must be made. <p>NOTE: If an individual is in jail for 30 days or more, a fraudulent overpayment exists. However, for the jail match process only, if the individual is eligible to cash benefits on the first of the month, he/she is deemed to be eligible for the entire month.</p> <p>A new application must be made whenever an individual contacts the Worker after the extended suspend period.</p>
<p>GR 44-406.5 Non-Receipt/Incomplete QR 7</p>	<p><u>How are terminations for non-receipt/incomplete QR 7s handled?</u></p> <p>When termination is due to non-receipt/incomplete QR 7, the individual is given the opportunity to complete and submit the QR 7 at the GR hearing, or at any time during the extended suspend period, prior to or on the third Thursday of the month following the effective month of termination. Upon completion/submission of the QR 7, the decision to</p>

	<p>terminate is reversed and aid is rescinded.</p> <ul style="list-style-type: none"> • If the individual is otherwise eligible and there are no reported changes impacting eligibility or the grant amount, aid is rescinded effective the first of the month following termination. • If the individual is otherwise eligible but reports changes that impact eligibility or the grant amount, necessary changes are made and aid is rescinded effective the date the completed QR 7 is submitted. An additional NOA is not required. <p>NOTE: LEADER is unable to rescind any day other than the first of the month. See WA No.52 General Relief Grant Proration on Rescissions for additional information.</p> <p>If the changes make the individual ineligible, aid is not rescinded. An additional NOA is not required.</p>
<p>GR 44-406.6 Multiple Non-Compliance Issues</p>	<p><u>How are multiple non-compliance issues handled?</u></p> <ul style="list-style-type: none"> • For multiple non-compliance issues (including GROW issues), all non-compliance issues occurring for the same effective date must be resolved prior to reversing the decision to terminate. • The case must be reviewed while the individual is in the district office, to ensure all outstanding issues are addressed. • When non-compliance has been initiated for a sanctionable reason, such as failure to comply with employable requirements, and it is the second or third instance of non-compliance, aid cannot be rescinded unless good cause has been established. <p>Refer to GR 41-412 for details on good cause.</p>
<p>GR 44-406.7 Sanctions</p>	<p><u>How are sanction-related issues handled?</u></p> <p>Hearings for non-compliance issues are held during extended suspend. Cases are terminated the end of the previous month unless good cause is determined and aid is rescinded and sanction/s lifted.</p>

	<p>The case carrying EW or GROW Case Manager must provide the completed ABP 592 to the GR Hearing Officer or GROW Hearing Officer, who will waive the sanction on the same day good cause has been determined.</p> <p>Additionally, the case carrying EW must update the LEADER screens that resulted in non-compliance, i.e., Job Search, MSARP, etc. The GROW Case Manager must update the MAPPER screen/s that resulted in participant non-compliance.</p> <ul style="list-style-type: none"> • <u>Duplicate Filing</u> <p>When the hearing confirms duplicate filing, both the application and second case are denied/terminated. There is no extended suspend period for individuals terminated for duplicate filings.</p> <ul style="list-style-type: none"> • <u>Overpayments/Sanctions – Duplicate Filing</u> <p>For individuals applying while currently in a sanction/ineligible period due to overpayment, the application is withdrawn and the individual reminded of the ineligibility period. Because the individual is not being aided, this is not an attempt to receive duplicate aid. No further action is required.</p>
<p>44-406.8 Sanctions for NSA cases</p>	<p><u>Are NSA individuals sanctioned?</u></p> <p>No, when an NSA individual is scheduled for hearing for any reason, sanctions are NOT applied.</p>
<p>GR 44-407 Duplicate Filing</p>	
<p>GR 44-407.1 Sanctions for Duplicate Filing</p>	<p><u>What are the sanctions for duplicate filing?</u></p> <p>All individuals (except NSAs) who file duplicate claims for GR benefits are subject to sanctions as follows:</p> <ul style="list-style-type: none"> • Six-months GR ineligibility for the first offense, • Twelve-months GR ineligibility for the second offense, • Permanent GR ineligibility for the third offense.

<p>GR 44-407.2 Hearing</p>	<p><u>How is the hearing process handled for duplicate filing?</u></p> <p>Following is the hearing process for denials due to duplicate filings, ONLY. This policy does not change current procedures for other denial reasons.</p> <ul style="list-style-type: none"> • When the Hearing Officer determines that the individual made an error in application (e.g., applied in error, individual did not understand the case was suspended) the intake Worker is responsible for denying the current application without a sanction and the approved Worker is responsible for rescinding aid on the previous case. • If an NSA is scheduled for a duplicate filing hearing, no sanctions are applied. • The hearing process (whether for denial or termination) for duplicate filings is conducted using established hearing procedures. The ABP 1768 is used. • When the hearing confirms duplicate filing for both the application and second case, aid is denied/terminated and appropriate sanctions imposed by LEADER. There is no extended suspend period for individuals terminated for duplicate filing.
<p>GR 44-408 - ABP 1768, Notice of Hearing Decision</p>	<p><u>How is the notice of hearing decision completed?</u></p> <p>When the individual appears at the hearing, the ABP 1768, Notice of Hearing Decision – General Relief, is prepared and mailed within two working days of the hearing. The Hearing Officer also records the information in Case Comments. The ABP 1768 is kept in the case record and the following information included:</p> <ul style="list-style-type: none"> • A list of the individuals at the hearing by name and function. • The GR Regulation Section(s) and requirement(s) used as the basis for the initial decision to terminate/reduce aid. • A thorough and clear explanation of the

	<p>circumstances leading to the initial decision to terminate/reduce aid.</p> <ul style="list-style-type: none"> • A list and description of the evidence presented at the hearing to support the initial decision to reduce/terminate. Such items may include, but are not limited to: <ul style="list-style-type: none"> ➤ responses to forms initiated, ➤ individual's statement(s), ➤ relative's statement(s), ➤ information furnished by other agencies, or ➤ supporting forms in the case record by form number, name, and date. • Any evidence of the individual's awareness of responsibilities should be noted. For example: <ul style="list-style-type: none"> ➤ ABP 898-16, General Relief Annual Agreement, on file, by date. ➤ Case Comments, by date. • The decision, including the effective date of the action and, if the action is a reduction in aid, the amount of ongoing grant. • The date the individual/family may apply for GR, if appropriate (e.g., as a result of 30/60 day penalty). • If the hearing is based on duplicate filing, the ABP 1768, and the SFIS Fraud Referral/Disposition form must be completed indicating the outcome of the hearing. The Referral/Disposition form is forwarded to the district EFI via the designated Deputy District Director for control.
<p>GR 44-409 Reversal of Initial Decision</p>	<p><u>How is the individual informed of the reversal of the initial decision?</u></p> <p>If the initial decision is reversed, the reason for the reversal is indicated on the ABP 1768 as follows and mailed to the individuals:</p> <ul style="list-style-type: none"> • GR Regulation Section number incorrect, or

	<ul style="list-style-type: none"> • Issue incorrect, or • Regulation misapplied, or • New information.
GR 44-410 Right to a Timely Payment Following the Hearing Decision	
GR 44-410.1 Decision Reversed	<p><u>If the proposed action is reversed, when is the individual entitled to receive aid?</u></p> <ul style="list-style-type: none"> • When the proposed action is reversed at the hearing, the individual is entitled to receive aid on the next regular stagger date. • If the automatic deadline has passed, the individual is advised that benefits are available within two workdays. • If the individual is homeless/threatened with homelessness, benefits are made available to the individual the day following the hearing.
GR 44-410.2 Hearing Continued	<p><u>If the hearing is continued, when is the individual entitled to receive aid?</u></p> <p>If the hearing is continued at the individual’s request and payment of aid is delayed for the hearing, the next GR payment must be made no later than the day following the hearing, if any payment is to be made at all.</p>
GR 44-411 Extended Suspend	
GR 44-411.1 Definition	<p><u>What is extended suspend?</u></p> <p>Individuals, except those terminated for time limits or duplicate filing, are provided an extended suspend period through the third Thursday of the month following termination in which to comply with all non-compliance issues. When non-compliance issues are not resolved during this period, aid remains terminated.</p> <p>NOTE: Termination due to time limits and duplicate filing do not have an extended suspend</p>

	<p>period as these are not non-compliance issues (i.e., the individual did not fail to comply with any GR regulation).</p>
<p>GR 44-411.2 QR 7</p>	<p><u>How does the extended suspend period apply to QR 7 issues?</u></p> <p>When the only outstanding issue is the QR 7, and</p> <ul style="list-style-type: none"> • The QR 7 is returned at any time during the extended suspend period, and • The individual is otherwise eligible, and • There are no changes on the QR 7 which impact eligibility or the grant amount, <p>Aid is rescinded effective the first of the month following the termination date. There is no break in aid and the individual is entitled to the full grant.</p> <p>When there are changes that impact eligibility or the grant amount, aid is rescinded (with any changes) effective the date the completed QR 7 is submitted. The individual is not entitled to a full grant. The grant is prorated from the date the completed QR 7 is received. An additional NOA is not required.</p> <p>NOTE: LEADER is unable to rescind any day other than the first of the month. See WA No. 52 General Relief Grant Proration on Rescissions for additional information.</p> <p>If the changes make the individual ineligible, aid is not rescinded and an additional NOA is not required.</p>
<p>GR 44-411.3 Multiple Issues of Non-compliance</p>	<p><u>How does the extended suspend period apply to multiple issues of non-compliance?</u></p> <p>During extended suspend, when there are multiple reasons for non-compliance, aid cannot be rescinded until all non-compliance issues are resolved. The case is reviewed to ensure all outstanding issues are resolved while the individual is in the district office.</p> <p>When non-compliance has been initiated for a sanctionable reason, such as failure to comply with employable requirements, and it is the second or third instance of non-compliance, aid cannot be rescinded unless good cause has been established.</p>

GR 44-411.4 When to Rescind Aid	<u>When is aid rescinded?</u> When a hearing is scheduled on or prior to the individual's stagger day and all non-compliance issuances are resolved, aid is rescinded without penalty/proration.
GR 44-411.5 Rescind Aid for Homeless	<u>How is aid rescinded for individuals who are homeless/threatened with homelessness?</u> When it is on or after the stagger day, individuals who are homeless or threatened with homelessness who have resolved all non-compliance issues within the extended suspend period, benefits are put on-line when aid is rescinded.

GR 45-100 BOARD & CARE

Table of Contents

GR 45-101 – Overview

- GR 45-101.1 Vendor Payments
- GR 45-101.2 Eligibility Determination
- GR 45-101.3 Employability Determination
- GR 45-101.4 Vendor/Facility List

GR 45-102 – Scheduling Initial Interview

- GR 45-102.1 Home Call
- GR 45-102.2 SFIS

GR 45-103 – Licensing

- GR 45-103.1 Verifying Licensing
- GR 45-103.2 Renewal Pending
- GR 45-103.3 Revoked/Suspended License

GR 45-104 – New B&C Facility

GR 45-105 – Placement by DHS

GR 45-106 – Beginning Date of B&C Placement

GR 45-107 – Receiving CalWORKs

GR 45-108 – ABP 320-3, Certification of GR B&C Client's Signature

- GR 45-108.1 ABP 320-3 Use
- GR 45-108.2 Completing the ABP 320-2
- GR 45-108.3 Frequency of ABP 320-3
- GR 45-108.4 ABP 320-3 When Moving from One Facility to Another
- GR 45-108.5 Signatures Do Not Match
- GR 45-108.6 Gram From SOS/VPU
- GR 45-108.7 Individual Leaves Facility Before ABP 320-3 is Signed

GR 45-109 – B&C Payments

- GR 45-109.1 Approved Individual Moves to a B&C Facility
- GR 45-109.2 Moving out of a B&C Facility

GR 45-110 – Budgeting B&C

- GR 45-110.1 How
- GR 45-110.2 When
- GR 45-110.3 Date Tenant Moved List

GR 45-111 – Treatment of Income

GR 45-112 – Lump Sum UIB/DIB – Removed

See GR 42-216.5 thru 42.216.11 for Lump Sum Payments

GR 45-113 – Overpayments

GR 45-113.1 Individual Enters a B&C Facility

GR 45-113.2 Receives Income

GR 45-113.3 IEVS/PVS

GR 45-114 – Employability Status

GR 45-114.1 Determining Status

GR 45-114.2 GROW Referral

GR 45-115 – Converting Case to B&C

GR 45-115.1 Case Open in Another District

GR 45-115.2 Case Open in Same District

GR 45-116 – Transfer of Cases When Individual Moves From One B&C to Another

GR 45-117 – Terminating B&C

GR 45-117.1 When

GR 45-117.2 How

GR 45-118 – Entering Medical Facility

GR 45-118.1 Not Terminated

GR 45-118.2 Process

GR 45-119 – Converting B&C to Another Living Arrangement

GR 45-120 – List of B&C Facilities/Vendors

GR 45-121 – B&C Liaison

GR 45-121.1 Selection

GR 45-121.2 Responsibilities

GR 45-100 Board & Care

<u>GR 45-101 Overview</u>	
GR 45-101.1 Vendor Payments	<u>How are Board & Care (B&C) payments made?</u> B&C payments are issued the month after services are provided, via vendor payments to the B&C facility. GR benefits are issued monthly to the individual for personal, incidental, and clothing allowance.
GR 45-101.2 Eligibility Determination	<u>Is eligibility determination for B&C the same as for other cases?</u> Yes, eligibility determination for a B&C case is the same as the eligibility determination for any other GR living arrangement. B&C living arrangements are subject to the following criteria: <ul style="list-style-type: none">• The individual must meet all GR eligibility requirements.• The State Department of Social Services Community Care Licensing Section must license the B&C facility. If the facility is an alcohol/drug treatment program the California Department of Alcohol and Drug Programs must license the facility. Refer to GR 45-103 for details regarding licensing.• Unlicensed B&C facilities are not eligible to B&C.• If a B&C facility is overpaid, the collection is the responsibility of the Special Operations Section/Vendor Payment Unit (SOS/VPU).• The B&C rate is different than payment for other types of living arrangements.• B&C facilities are paid the B&C rate for the number of individuals in the number of licensed beds only. If the number of individuals exceeds the number of licensed beds, the individual may be eligible to the Room and Board (R&B) rate. Refer to GR 44-212 for details on Room and Board.

	<ul style="list-style-type: none"> • An ABP 320-3, Certification of GR B&C Client's Signature, (a LEADER generated form) is required for all individuals in B&C. • The individual in B&C signs an ABP 320-2, Vendor Service Order and Invoice Sign-In Register, (an out of drawer form) daily. <p>The ABP 320-2 is only signed for days that the individual actually sleeps at the facility.</p> <p>B&C facilities are not paid for those days that the Sign-In Register is not signed, except for new B&C vendors who do not have the forms when the individual enters the facility. New B&C vendors are exempt from this policy for seven calendar days beginning the day after the SOS/VPU mails the B&C vendor a supply of the Sign-In Registers.</p> <p>The Sign-In Register cannot be pre-signed. Management Information and Evaluation (MIE) monitors the process by reviewing B&C facilities.</p>
<p>GR 45-101.3 Employability Determination</p>	<p><u>How is the employability determination made for individuals in B&C?</u></p> <p>The employability determination is the same as in other living arrangements.</p> <p>Refer to GR 45-114 for additional information.</p>
<p>GR 45-101.4 Vendor/Facility List</p>	<p><u>Is there a list of B&C facilities/vendors?</u></p> <p>Yes, the listing can be printed off LEADER.</p>
<p>GR 45-102 Scheduling Initial Interview</p>	<p><u>When is the initial interview scheduled?</u></p> <p>The district B&C Liaison schedules a district office interview or home call within five workdays after being notified that an individual entered a B&C facility. If the individual is not already receiving GR, the application for GR is usually taken in the district office, but in certain circumstances a home call may be necessary to obtain the GR application. Refer to the next question for details on home calls.</p>
<p>GR 45-102.1 Home Call</p>	<p><u>When are home calls made?</u></p> <p>District administrative staff authorize a home call only when the:</p>

	<ul style="list-style-type: none"> • Individual is physically or mentally unable to attend an interview in the district office to complete the GR application, or • Facility administrator feels the individual is not ready to leave the facility for that day, or • District administration believes a home call is otherwise necessary.
GR 45-102.2 SFIS	<p><u>Are individuals in B&C exempt from SFIS requirements?</u></p> <p>B&C cases are non-mandatory on the SFIS for fingerprinting and photo imaging. If the facility feels the individual is not ready to leave for that day, the SFIS requirement may be temporarily deferred. However, once the individual is no longer in B&C, an appointment must be scheduled for SFIS, by the Worker.</p> <p>NOTE: If the individual is able to come into the district office for interview, a referral to SFIS is made that day, by the Worker.</p>
GR 45-103 Licensing	
GR 45-103.1 Verifying Licensing	<p><u>How is licensing verified?</u></p> <p>To determine if a facility is licensed, the State Department of Social Services Community Care Licensing Section is contacted. The regional office telephone number is (323) 980-4934.</p> <p>When the facility is an Alcohol or Drug Recovery program, the California Department of Alcohol and Drug Programs is responsible for licensing. The license is verified by calling (916) 322-2911.</p>
GR 45-103.2 Renewal Pending	<p><u>Can B&C be paid to a facility when the facility has applied for a license renewal but the State has delayed the renewal?</u></p> <p>No, if a B&C facility has applied for a license renewal and the State has delayed issuance pending compliance with State requirements, SOS/VPU issues vendor payments at the R&B rate for up to three months. When the license is provided by the facility, SOS/VPU retroactively pays the facility the</p>

	<p>difference between the B&C and R&B rates for up to three months of the period the renewal license was pending. If the license continues to be pending after the three month period, payments to the facility will be discontinued and the facility will be required to refer the individual to the districts. If otherwise eligible, R&B payments will be paid directly to the individual.</p> <p>Refer to GR 44-212 for details on R&B.</p> <p>NOTE: A B&C facility whose license will expire prior to receipt of the renewed license, will continue to be paid at the B&C rate if, after contacting the State Licensing Section, the SOS/VPU determines that the B&C facility applied for the renewal, complied with State requirements and the renewal is in the process of being issued.</p>
<p>GR 45-103.3 Revoked/Suspended License</p>	<p><u>What happens when an individual is in a B&C facility with a revoked or suspended license?</u></p> <p>When this occurs, SOS/VPU notifies the facility to refer individuals to the district office for change of status from B&C to R&B payments. SOS/VPU also notifies the appropriate district B&C Liaison. In this situation, the R&B rate is paid directly to the individual.</p> <p>Refer to GR 44-212 for details regarding R&B.</p>
<p>GR 45-104 New B&C Facility</p>	<p><u>What needs to be done if an individual is in a B&C facility that is not on the SOS/VPU approved listing?</u></p> <p>When an individual is in a B&C facility that is not on the approved listing:</p> <ul style="list-style-type: none"> • The license is verified. <p>Refer to GR 45-103 for details on licensing.</p> <ul style="list-style-type: none"> • A two-way fax gram, Request to Add Vendor to the Approved Board & Care Listing, (an out of drawer form) is prepared to request that the facility/vendor be added to the listing. A copy of the actual license is attached to the gram, if available. If the facility has not provided the district with a copy of the license, SOS/VPU is responsible for obtaining the copy.

	<ul style="list-style-type: none"> • The gram is forwarded to the B&C Liaison for faxing to SOS/VPU. <p>NOTE: The B&C living arrangement cannot be input to LEADER until SOS/VPU adds the facility to the listing.</p> <ul style="list-style-type: none"> • A 10-day Future Action Control (FAC) is set by the Worker for the response from SOS/VPU. If no response is received in ten workdays, the B&C Liaison contacts SOS/VPU. • Once the two-way fax response has been received, indicating the facility has been added to the list, the case may be processed.
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<p>GR 45-105 Placement by DHS</p>	<p><u>How is the effective date of B&C determined if the individual is placed in B&C by the Department of Health Services (DHS)?</u></p> <ul style="list-style-type: none"> • In rare situations, DHS notifies the district that they have placed an individual in a B&C facility. In this situation, the application for GR is obtained as soon as possible, but no later than the date of the office interview or eligibility home call. B&C may be paid to the facility for up to the seven calendar days without a GR application. The effective date of aid for B&C placements made by DHS is the date the individual entered the facility. • Case Comments are updated with placement information. • The B&C vendor is paid the B&C rate for up to seven calendar days if the individual leaves the facility before making a GR application. No payment for personal, incidental, and clothing allowance is made. The period of eligibility is based on the date the individual entered the B&C facility through the last day the individual slept at the B&C facility (not to exceed seven calendar days). <p><u>EXAMPLE:</u></p> <p>DHS places an individual in a B&C facility on June 5. The effective date of aid is June 5. The individual leaves the facility on June 12 before making a GR application; the facility may receive payment for B&C from June 5 through June 11. Payment beyond</p>
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	June 11 requires a GR application.
GR 45-106 Beginning Date of B&C Payment	<p><u>How is the beginning date of B&C payments determined?</u></p> <p>B&C facilities may receive B&C payment back to the individual's date of entry into the facility according to the following:</p> <ul style="list-style-type: none"> • <u>Individuals not currently receiving GR</u> have B&C payments back to the date of entry when the GR application is made (completed, signed, dated, and in the GR district office) within five workdays after the individual enters the B&C facility and the individual meets all GR eligibility requirements. • <u>Individual's currently receiving GR</u> have B&C payments back to the date of entry when the ABP 320-3 is received within five workdays after entry to the B&C facility and the individual meets all GR eligibility requirements. • If the above conditions are not met within five workdays after the individual enters the facility, B&C payments begin no earlier than the date of the GR application or the date when all GR eligibility requirements are met, whichever is later. <p>NOTE: If the conditions cannot be made within five workdays after the individual enters the B&C facility, <u>due solely to district scheduling problems</u>, B&C may be paid back to the individual's entry into the facility, <u>if the B&C facility notified the district within five workdays after the individual entered the facility.</u></p> <p><u>EXAMPLE #1:</u></p> <p>An individual enters a B&C facility of April 23. The GR application is made on April 30 and the individual meets all GR eligibility requirements. The B&C payment begins effective April 23 (date of entry).</p> <p>If the GR application is made after April 30, the beginning date of the B&C payment would be the date of the GR application or the date when all GR eligibility requirements were met.</p>

	<p style="text-align: center;"><u>EXAMPLE #2:</u></p> <p>An individual enters a B&C facility on April 23. The facility notifies the district on April 27. Due to scheduling problems, the district is unable to take the application until May 2. The B&C payment begins effective April 23 (date of entry), if otherwise eligible.</p> <ul style="list-style-type: none"> • <u>Individual leaves before the application is processed:</u> <p>If all information is on file to approve the case and the individual is eligible, B&C payments are made to the facility for the actual number of days the individual resided in the facility.</p>
<p>GR 45-107 Receiving CalWORKs</p>	<p><u>When does GR B&C begin when an individual enters a B&C facility in the middle of the month and has already received CalWORKs for that month?</u></p> <p>If an individual enters a B&C facility in the middle of the month and has received CalWORKs for that month, the effective date of aid for the B&C payment (if all GR eligibility requirements are met) is the first of the month following the last month in which CalWORKs was issued. The individual/B&C facility are ineligible to GR in the month that CalWORKs was received.</p>
<p>GR 45-108 ABP 320-3 Certification of GR B&C Client's Signature</p>	
<p>GR 45-108.1 ABP 320-3 Use</p>	<p><u>What is the ABP 320-3 used for?</u></p> <p>The ABP 320-3 is used by SOS/VPU to verify that the same person signs the ABP 320-2, Vendor Service Order and Invoice Sign-In Register. The ABP 320-3 is completed for all individuals in B&C.</p>
<p>GR 45-108.2 – Completing the ABP 320-3</p>	<p><u>How is the form completed?</u></p> <ul style="list-style-type: none"> • The ABP 320-3 is completed in duplicate in a face-to-face contact with the individual so that the signature can be witnessed. The form is obtained at intake, if the individual is living in a B&C facility, or when the individual first enters a B&C facility.

	<ul style="list-style-type: none"> • The ABP 32-3 must be obtained within five workdays after the individual enters a B&C facility. • The original ABP 32-3 is in the case record. <p>The copy of the ABP 320-3 is sent to SOS/VPU and must be received by them before B&C payment is made to the facility.</p>
<p>GR 45-108.3 Frequency of ABP 320-3</p>	<p><u>How often is an ABP 320-3 required?</u></p> <p>Only one ABP 320-3 is required, regardless of how many B&C facilities the individual enters/leaves during the life of that application. However, a photocopy of the ABP 320-3, annotated with the name of the new B&C facility must be submitted when the individual moves to another B&C facility. A new ABP 320-3 is required when the GR case is denied/discontinued and the individual subsequently reapplies and is living in or moves into a B&C facility.</p> <p><u>EXAMPLE #1:</u></p> <p>An individual applies for GR on April 13 and is living in a B&C facility. The Worker obtains an ABP 320-3 at the intake interview. The individual moves to a different B&C facility on April 25. Another original ABP 320-3 is not required.</p> <p><u>EXAMPLE #2:</u></p> <p>A B&C case is discontinued effective March 31 because the individual failed to provide a QR 7 for February. The individual reapplies on May 13 and is living in a B&C facility. A new ABP 320-3 is required, since the individual's case was discontinued and a new GR application has been made. This ABP 320-3 is effective until the individual's current GR case is again discontinued.</p>
<p>GR 45-108.4 - ABP 320-3 When Moving from One Facility to Another</p>	<p><u>If an individual moves from one B&C facility to another, what should be done with the ABP 320-3?</u></p> <p>If the individual moves from one B&C facility to another:</p> <ul style="list-style-type: none"> • The facility originally on the current ABP 320-3 is crossed out and the name of the new facility is annotated.

	<ul style="list-style-type: none"> • A copy of the ABP 320-3 is sent to SOS/VPU. • The original is always retained in the case record.
<p>GR 45-108.5 Signatures Do Not Match</p>	<p><u>What happens when the signatures on the ABP 320-2 and the ABP 320-3 do not match?</u></p> <p>When SOS/VPU determines that the signatures on the ABP 320-2 and the ABP 320-3 do not match, and the B&C vendor disagrees, SOS/VPU refers the B&C vendor to the district B&C Liaison to resolve the discrepancy. SOS/VPU forwards a copy of the ABP 320-2 and PA 320, Vendor Services Order and Invoice (a LEADER generated form) to the B&C Liaison.</p> <p>The district B&C Liaison consults with the Worker and reviews the individual's signed documents in the case record.</p> <ul style="list-style-type: none"> • If it is determined that the signatures on the ABP 320-2 and ABP 320-3 are valid, an ABP 1137, Notice to Vendor Payments Contractor to Pay B&C Invoice, (an out of drawer form) is sent to SOS/VPU along with the PA 320 and ABP 320-2. The B&C Liaison signs the ABP 1137. • If it is determined that the signature on the ABP 320-2 and ABP 320-3 are invalid, the B&C Liaison notifies SOS/VPU that they agree with the discrepancy.
<p>GR 45-108.6 Gram from SOS/VPU</p>	<p><u>What is the gram titled, Request for ABP 320-3, used for?</u></p> <p>If the copy of the ABP 320-3 is not sent to SOS/VPU, the (out of drawer) gram is sent to the district requesting the ABP 320-3. The ABP 320-3 should be sent to SOS/VPU within ten workdays from the date of SOS/VPU's request.</p>
<p>GR 45-108.7 Individual Leaves Facility Before ABP 320-3 is Signed</p>	<p><u>What happens if the individual leaves the facility before the Worker obtains the ABP 320-3?</u></p> <p>If the individual leaves the facility before the Worker obtains the ABP 320-3, and the individual is eligible, the Worker notifies SOS/VPU using the ABP 1148, Authorization to Pay B&C (an out of drawer form). This form should be used rarely and requires Deputy District Director's approval.</p>

	<p>If the individual is <u>not eligible</u> for GR, the B&C facility should not be paid for this individual. The Worker notifies SOS/VPU via the ABP 1148, Request for Nonpayment of B&C (an out of drawer form).</p>
<p>GR 45-109 B&C Payments</p>	
<p>GR 45-109.1 Approved Individual Moves to a B&C Facility</p>	<p><u>When does the B&C rate begin if an approved individual moves into a B&C facility?</u></p> <p>When an individual on an approved case enters a B&C facility:</p> <ul style="list-style-type: none"> • The prorated B&C rate may be paid to the facility effective the date of entry. • This may result in a collectible administrative overpayment of regular GR aid to the individual. <p style="padding-left: 40px;">Refer to GR 45-113 for details on overpayments.</p> <ul style="list-style-type: none"> • The personal, incidental, and clothing allowance is budgeted effective the first of the following month.
<p>GR 45-109.2 Moving out of a B&C Facility</p>	<p><u>When does the B&C rate stop when an individual moves out of a B&C facility?</u></p> <p>When an individual moves out of a B&C facility:</p> <ul style="list-style-type: none"> • The termination of B&C payment is effective the last day the individual slept at the B&C facility. • If the individual returns to regular GR, the individual is issued a prorated GR grant for the remaining number of days in the month minus the personal, incidental, and clothing allowance already issued. This issuance is computed by the Worker. • GR is terminated automatically by LEADER, if the individual is ineligible or no longer wants GR. <p><u>EXAMPLE:</u></p> <p>An individual leaves a B&C facility on April 21 and returns to regular GR; the B&C payment to the facility is stopped effective April 20 (the last day the individual slept at the facility). The individual is</p>

	issued a prorated GR grant for the remaining 10 days in the month (April 21 through April 30) minus the personal, incidental and clothing allowance issued.
GR 45-110 Budgeting B&C	
GR 45-110.1 How	<p><u>How are B&C payments made:</u></p> <p>B&C payments are made as vendor payments to the facility, and the personal, incidental and clothing allowance is issued to the individual monthly.</p>
GR 45-110.2 When	<p><u>When are payments made?</u></p> <p>B&C payments may be budgeted when the Worker determines that the individual meets all GR eligibility requirements and the B&C facility is licensed. The ABP 320-3, Certification of GR B&C Client's Signature, must be received by SOS/VPU before B&C payment can be issued to the facility.</p> <p>An ABP 100, Notice Regarding Rent/Room and Board/B&C/Dormitory Rate, (a LEADER generated form) is sent by LEADER to notify the B&C facility of approval or denial or GR benefits.</p>
GR 45-110.3 Date Tenant Moved List	<p><u>What is the Date Tenant Moved (DTM) list?</u></p> <p>A LEADER generated DTM list is produced monthly and forwarded to districts. The listing indicates the date the individual left a B&C facility, as reported to SOS/VPU by the facility. Based on the date provided by the facility, SOS/VPU stops payment to the facility to avoid an overpayment.</p> <p>Instructions for action needed by the district are included with the report.</p>
GR 45-111 Treatment of Income	<p><u>How is income treated for B&C cases?</u></p> <p>For B&C case <u>ONLY</u>, the Worker does the manual computation/deduction as follows:</p> <ul style="list-style-type: none"> • Income is deducted in the month of receipt. • The full amount of the monthly income is deducted effective the first of the month and (if applicable) stopped the end of the month <u>or</u> when the individual leaves the facility. This applies even if the individual is in the facility only part of

	<p>the month. SOS/VPU makes necessary adjustments for individuals residing in a facility for a partial month.</p> <p><u>EXAMPLE:</u></p> <p>An individual enters a B&C facility May 4 and leaves the facility May 27. The individual receives UIB in the amount of \$100. The \$100 UIB is deducted effective May 1 and stopped on May 31.</p> <p>When the individual is in two or more facilities in the same month, the income is prorated based on the number of days the individual is in each facility.</p> <p><u>EXAMPLE:</u></p> <p>An individual is in B&C facility "A" from May 1 through the night of May 8 and moves to B&C facility "B" on May 9 through May 31. The individual receives UIB in the amount of \$100 on May 3. The amount of \$26 is deducted from facility "A" B&C payment for the eight days of aid and \$74 is deducted from facility "B" for the remaining 23 days of aid.</p>
<p>GR 45-112 Lump Sum Payments</p>	<p>GR 45-112 has been removed.</p> <p>Refer to GR 42-216.7 on Treatment of Lump Sum. (Rev 5/15/08)</p>
<p>GR 45-113 Overpayments</p>	
<p>GR 45-113.1 Individual Enters a B&C Facility</p>	<p><u>When an individual on an approved case enters a B&C facility, does an overpayment occur?</u></p> <p>An overpayment of regular GR to the individual may occur when an individual enters a B&C facility. This overpayment is adjusted, manually by the Worker, only from the individual's personal, incidental and clothing allowance as long as the individual remains in the B&C facility. If the individual returns to regular aid, the overpayment process is followed. The overpayment is collected at a rate of 10% of the grant or \$10, whichever is greater.</p> <p>Refer to GR 44-309 for details on overpayments.</p>

	<p><u>EXAMPLE:</u></p> <p>An approved individual receives the grant on September 5. The individual enters a B&C facility on September 21. The prorated B&C entitlement is budgeted effective September 21. An overpayment of 10 days (September 21 – September 30) is recovered at the rate of \$10 or 10% of grant, whichever is greater. While in B&C , \$10 per month is collected (10% of the \$20 personal, incidental and clothing allowance is \$2, since \$10 is the greater amount, \$10 is deducted from the \$20 per month). If the individual leaves B&C for another type of living arrangement, \$10 or 10% of the new grant, whichever is greater, is deducted from the individual's new grant amount.</p>
<p>GR 45-113.2 Receives Income</p>	<p><u>How is an overpayment that is created when the individual starts receiving income collected?</u></p> <p>When an individual starts receiving income which causes an overpayment, the case must be evaluated to determine the reason for the overpayment.</p> <p><u>Individual-related overpayments (fraud):</u></p> <p>Individual-related overpayments are adjusted manually by the Worker only from the individual's personal, incidental and clothing allowance as long as the individual remains in a B&C facility.</p> <p><u>EXAMPLE:</u></p> <p>An individual had an uncollected fraud overpayment of \$44 prior to entering the B&C facility. The overpayment may be adjusted by collecting the entire amount of the personal, incidental and clothing allowance until the overpayment is collected.</p> <p>Vendor-related overpayments</p> <p><u>EXAMPLE #1:</u></p> <p>An individual receives UIB that causes a B&C overpayment. The Worker contacts the B&C facility and determines that the individual paid the facility the UIB but the B&C facility did not report eh income. Since this is vendor-related, SOS/VPU is responsible for collecting the overpayment from the facility.</p> <p><u>EXAMPLE #2:</u></p>

	<p>An individual receives UIB that causes a B&C overpayment. The Worker contacts the B&C facility and determines that the individual did not pay the facility. Since this is an individual-related overpayment, the Worker must manually adjust the overpayment by collecting the entire amount of the personal, incidental and clothing allowance until the overpayment is collected.</p>
<p>GR 45-113.3 IEVS/PVS</p>	<p><u>What needs to be done when information received from IEVS/PVS creates an overpayment?</u></p> <p>When information received from IEVS/PVS (Income and Eligibility Verification System/Payments Verification System) results in an overpayment because the amount of income is different from the information reported by the individual follow the instructions above.</p> <p>Refer to GR 45-113.2 for details.</p>
<p>GR 45-114 Employability Status</p>	
<p>GR 45-114.1 Determining Status</p>	<p><u>What is the employability status of individuals in B&C?</u></p> <p>Individuals in B&C living arrangements may be Employable, Unemployable or NSA. The employability determination is the same as in other living arrangements.</p> <p>This means:</p> <ul style="list-style-type: none"> • Individuals indicating they are unemployable are referred to the contracted medical provider for an employability screening. • Employable individuals are referred to GROW.
<p>GR 45-114.2 GROW Referral</p>	<p><u>If the individual is referred to grow how do they meet the GROW requirements?</u></p> <p>Individuals in MSARP B&C facilities are not required to attend the GROW Orientation/Appraisal if the B&C facility feels they are not ready to leave the facility for that day.</p> <p>When the B&C facility contacts the GROW Case Manager indicating that the individual is unable to</p>

	attend Orientation/Appraisal, the CASE Manager gathers the needed data in order to complete the Appraisal screens.
GR 45-115 Converting Case to B&C	
GR 45-115.1 Case Open in Another District	<p><u>What needs to be done when an individual currently receiving GR enters a B&C facility and the case is open in another district?</u></p> <p>When the case is in another district, the B&C Liaison responsible for handling the B&C facility (receiving district) notifies the B&C Liaison in the case-carrying district (sending district) by telephone or Board and Care Case Transfer Fax (an out of drawer) that the individual is now in a B&C in the receiving district's service area.</p> <p><u>The sending district:</u></p> <ul style="list-style-type: none"> • Immediately walks the case through the transfer desk to have the case transferred to the receiving district. • The case is not terminated. <p style="padding-left: 40px;">Refer to WA No. 40 Case Transfers for LEADER procedures on case transfers.</p> <ul style="list-style-type: none"> • After the case has been transferred via LEADER, the case is walked to the district B&C Liaison who places the case in an envelope and sends it via County mail to the receiving B&C Liaison. A PA 6-1, "Miscellaneous Transmittal" should accompany the case. <p style="padding-left: 40px;">NOTE: Every effort possible should be made to transfer the case within three workdays of the reported move.</p> <p><u>The receiving district:</u></p> <ul style="list-style-type: none"> • B&C Liaison schedules a district office interview (or home call, if appropriate) within five workdays of receiving the information that the individual is in the facility. • At the time of the district office interview or home call, the Worker obtains the ABP 320.3 and any other information necessary to process the case.

	<p>The interview or home call <u>should not delayed</u> pending receipt of the case from the sending district.</p> <ul style="list-style-type: none"> • The Worker changes the living arrangement on the Case Individual Summary screen and processes the B&C case according to policy contained in this section.
<p>GR 45-115.2 Case Open in Same District</p>	<p><u>What needs to be done when an individual currently receiving GR enters a B&C facility and the case is in the same district?</u></p> <p>When the case is in the same district:</p> <ul style="list-style-type: none"> • The district B&C liaison notifies the ES of the Unit that has the individual's open case that the individual is now in a B&C facility. • The ES immediately transfers the open case to the B&C Unit/file. • The case is not terminated. <p>Refer to WA NO. 40 Case Transfers for LEADER procedures on case transfers.</p> <ul style="list-style-type: none"> • The B&C Liaison schedules a district office interview (or home call, if appropriate) within five workdays of receiving the information that the individual is in the facility. • The Worker changes the living arrangement on the Case Individual Summary screen and processes the B&C case according to policy contained in this section.
<p>GR 45-116 Transfer of Cases When Individual Moves From One B&C to Another</p>	<p><u>What needs to be done when an approved case is transferred between districts because the individual moves from one B&C facility to another?</u></p> <p>The B&C Liaison responsible for handling the B&C facility (receiving district) notifies the B&C Liaison in the case-carrying district (sending district) by telephone or Board & Care Case Transfer Fax that the individual is now in a B&C placement in the receiving district's service area.</p> <p><u>The sending district:</u></p>

	<ul style="list-style-type: none"> • Stops the B&C payment to the current facility and starts the B&C payment to the new facility. (Note: Income should be prorated when budgeting for the new facility). • Immediately walks the case through the transfer desk to have the case transferred to the receiving district. • The case is not terminated. <p>Refer to WA No. 40 Case Transfers for LEADER procedures on case transfers.</p> <ul style="list-style-type: none"> • After the case has been transferred on LEADER, the case is walked to the district B&C Liaison who places the case in an envelope and sends it via county mail to the receiving B&C Liaison. A PA 6-1, "Miscellaneous Transmittal" should accompany the case. <p>NOTE: Every effort possible should be made to transfer the case within three workdays of the reported move.</p> <p><u>The receiving district:</u></p> <ul style="list-style-type: none"> • B&C Liaison schedules a district office interview (or home call, if appropriate) within five workdays of receiving the information that the individual is in the facility. • At the time of the district office interview or home call, the Worker obtains the ABP 320-3 and any other needed information. The interview or home call <u>should not be delayed</u> pending receipt of the case from the sending district. • The Worker processes the B&C case according to policy contained in this section.
<p>GR 45-117 Terminating B&C</p>	
<p>GR 45-117.1 When</p>	<p><u>When are B&C payments stopped?</u></p> <p>B&C payments are stopped <u>effective the last day the individual slept at the B&C facility.</u></p> <p>EXAMPLE:</p>

	<p>An individual leaves the B&C facility on April 21. The B&C payment to the facility is stopped effective April 20 (the last day the individual slept at the facility).</p>
<p>GR 45-117.2 - How</p>	<p><u>How are B&C benefits stopped?</u></p> <p>When an individual leaves a facility and is in a new living arrangement, the living arrangement is changed from B&C to the actual arrangement and B&C payment to the facility is stopped.</p> <p>Refer to GR 45-119 for details on changing the living arrangement.</p> <p>The ABP 165, B&C/Rent Cancellation, (an out of drawer form) is mailed to notify the B&C facility that B&C payment will be discontinued effective the date specified.</p>
<p>GR 45-118 Entering Medical Facility</p>	
<p>GR 45-118.1 Not Terminated</p>	<p><u>Is the case terminated when an individual in B&C enters a medical facility?</u></p> <p>When an individual in a B&C facility enters a medical facility (such as a hospital) the case <u>is not terminated when the following conditions are met:</u></p> <ul style="list-style-type: none"> • The individual's physician expects the period of hospitalization to end before the end of the month following admission, <u>and</u> • The individual intends to return to the same B&C facility, <u>and</u> • The B&C facility is holding a room for the individual for this return.

<p>GR 45-118.2 Process</p>	<p><u>How is the case processed?</u></p> <p>The case is processed as follows:</p> <ul style="list-style-type: none"> • A record of the contacts with the doctor, individual and facility documenting the expected discharge date and the individual's intention to return to the same B&C facility are entered in Case Comments. • B&C is <u>not</u> paid to the facility and the personal, incidental and clothing allowance is <u>not</u> paid to the individual for the period of time the individual is hospitalized. <p style="text-align: center;">NOTE: The B&C facility should not have the individual's signature on the ABP 320-2 for the period of hospitalization.</p> <ul style="list-style-type: none"> • If the individual returns to the B&C facility, the personal, incidental and clothing allowance is prorated, manually by the Worker, for the remaining days in the month. • If the individual does not leave the medical facility as expected during the second month, the case is terminated, manually by the Worker, the end of the month following the month of the individual's entry into the hospital. • When the individual enters a medical facility, the payment to the B&C facility is stopped and must be restarted, manually by the worker, when the individual returns.
<p>GR 45-119 Converting B&C to Another Living Arrangement</p>	<p><u>What needs to be done when an individual leaves B&C for another type of living arrangement?</u></p> <p>The Worker takes the following actions when an individual leaves a B&C living arrangement (at any time during the month) for an independent or other type of living arrangement and the individual meets all GR eligibility requirements:</p> <ul style="list-style-type: none"> • The living arrangement from B&C to the new arrangement effective the last day the individual slept at the B&C facility. • An ABP 165 (an out of drawer form) is mailed to notify the B&C facility that B&C payment will be discontinued effective the date specified.

	<ul style="list-style-type: none"> The prorated GR grant for the remaining number of days in the month minus the amount issued for personal, incidental and clothing allowance needs is authorized. <p>NOTE: The individual is issued the prorated grant as an <u>on-line issuance</u>.</p> <p>Change the individual's residence/ mailing address. If the individual was temporarily exempt from SFIS while in B&C, an appointment for SFIS must be manually generated.</p>
<p>GR 45-120 List of Facilities/Vendors</p>	<p><u>Is there a listing of B&C vendors and or facilities?</u></p> <p>Yes, the listing of approved B&C facilities/vendors is on LEADER and may be referenced or printed as needed.</p>
<p>GR 45-121 B&C Liaison</p>	
<p>GR 45-121.1 Selection</p>	<p><u>Does each district have a B&C Liaison?</u></p> <p>Yes, each district office with GR responsibility has a B&C Liaison and alternate at the DDD level. The liaison/alternate is the only district contact for B&C facilities. If the liaison/alternate is not available, facilities speak to the District Director or delegate at the DDD level.</p>
<p>GR 45-121.2 Responsibilities</p>	<p><u>What are the responsibilities of the B&C Liaison?</u></p> <p>The B&C Liaison:</p> <ul style="list-style-type: none"> Communicates with B&C facilities about case actions that can impact payment and as a link between the B&C facilities and SOS/VPU. Receives names from B&C facilities and maintains the ABP 1755, General Relief Board & Care Placement, (an out of drawer form) in duplicate, as a record of placement and budget action information. <p>NOTE: The ABP 1755 is completed by the B&C clerk in the Civic Center District only.</p>

- Ensures cases are assigned to the B&C Unit/Worker.
- Retains a copy of the ABP 1755 for control/audit purposes.

- Resolves discrepancies on the ABP 320-2 and ABP 320-3 signatures when SOS/VPU determines the signatures are not the same and the B&C vendor disagrees. This involves consulting with the B&C ES and reviewing individual-signed documents in the case record.

Refer to **GR 45-108** for additional details on the ABP 320-3.

If the individual leaves the facility before the Worker obtains the ABP 320-3, and the individual is eligible, the ABP 1248, "Authorization to Pay B&C", is used to authorize SOS/VPU to pay B&C. This form should be used rarely and requires a DDD signature.

- Is the district contact person for SOS/VPU when there are special B&C payment issues to be resolved.
- Supplies B&C vendors with copies of the ABP 320-2.
- Ensures that payment problems with B&C facilities are appropriately handled.
- Arranges for district office interviews/home calls for new GR B&C applicants who are living in B&C facilities.
- Upon receipt of the two-way fax gram, request to add vendor to the Approved Board & Care Listing:

Faxes the gram to SOS/VPU and a copy of the license, if available. Controls for a response from SOS/VPU to ensure departmental processing times are met. Contact SOS/VPU if no response is received within 10 workdays.